



**TOWN OF GRAFTON**  
GRAFTON MEMORIAL MUNICIPAL CENTER  
30 PROVIDENCE ROAD

GRAFTON, MASSACHUSETTS 01519  
(508) 839-5335 ext 1100 • FAX (508) 839-4602  
[www.grafton-ma.gov](http://www.grafton-ma.gov)

**BOARD OF SELECTMEN  
MEETING AGENDA**

July 19, 2016  
Municipal Center, Conference Room A  
7:00 p.m.

**CALL TO ORDER**

**ANNOUNCEMENTS**

**1. SCHEDULE**

- a) [Green Communities – Kelly Brown with the Energy Committee](#)
- b) [Library – Building Project Update-Beth Gallaway](#)

**2. APPOINTMENTS**

- a) [Town Administrator](#)  
[Cyndi Zarriello- Part Time, Children's Librarian](#)
- b) [Board of Selectmen](#)  
[Bill Yeomans –ZBA Full Member](#)  
[Kay Reed – ZBA Full Member](#)

**3. RESIGNATIONS**

**4. NEW BUSINESS**

- a) [Vote to Authorize the Town Administrator to Sign a File Storage Contract with Datum Storage Solutions](#)
- b) [Vote to Sign Warrant for The 2016 State Primary](#)
- c) [Vote For Right of First Refusal to Purchase 40B properties:](#)
  - 6 Alfalfa Drive

- 3 Buttercup Lane

## **5. SELECTMEN REPORTS / TA REPORTS**

## **6. CORRESPONDENCE**

## **7. DISCUSSION**

- a) [Cable Committee- Use of Old Police Station](#)

## **8. MEETING MINUTES**

### **EXECUTIVE SESSION**

MGL Chapter 30A, Sec. 21(3)

Litigation Update

Litigation Strategy

Union Negotiations

Land Negotiation

Non Union Negotiations

Strategy for Negotiations

Minutes

### **ADJOURN**

Kelly Brown from the Green Communities Division Central Region of the Massachusetts Department of Energy Resources will be making a presentation about Green Communities.

Beth Gallaway will provide the Board with an update on the Building Program.



# **BUILDING PROGRAM**

**2016**

Beth Gallaway, Library Director

## Table of Contents

I.	Introduction.....	4
II.	All About Grafton .....	4
	a. Geography .....	4
	b. Population & Demographics .....	5
	c. Town History .....	5
	d. Library History .....	6
	e. Library Operations .....	7
	f. Mission and Service Roles .....	9
	g. Long Range Plan .....	9
III.	Description of Existing Building .....	10
	a. Overview .....	10
	i. Grounds .....	10
	ii. Parking .....	10
	iii. Landscaping .....	10
	iv. Accessibility .....	11
	v. Sustainability .....	11
	vi. Flexibility .....	11
	b. Building Structure/Infrastructure .....	11
	i. Telecommunications.....	12
	ii. Lighting .....	12
	iii. Acoustics .....	12
	iv. Shelving .....	13
	v. Furniture and Artwork .....	15
	c. Borrower Services .....	16
	i. Circulation Desk .....	16
	ii. Reference Desk .....	16
	iii. Main Reading Room .....	16
	iv. Computer Area .....	16
	v. Local History .....	17
	d. Teen Services .....	17
	e. Tween Services .....	17
	f. Childrens Services .....	18
	g. Administration .....	19
	h. Staff Area .....	19
	i. Conclusion .....	20

<b>IV. Area Descriptions .....</b>	<b>21</b>
<b>a. Overview .....</b>	<b>21</b>
<b>b. Space Summary Chart .....</b>	<b>25</b>
<b>c. Parking Lot .....</b>	<b>27</b>
<b>d. Library Garden &amp; Patio .....</b>	<b>27</b>
<b>e. Lobby .....</b>	<b>28</b>
<b>f. Public Meeting Room.....</b>	<b>30</b>
<b>g. Restrooms .....</b>	<b>33</b>
<b>h. Down Under Book Store .....</b>	<b>35</b>
<b>i. Borrower &amp; Reader Services .....</b>	<b>37</b>
i. Circulation Help Desk .....	37
ii. New Books.....	38
iii. Fiction Stacks .....	39
iv. A/V & Media Stacks .....	40
v. Circulation Workroom .....	40
<b>j. Reference &amp; Research .....</b>	<b>41</b>
i. Reference & Information Help Desk .....	41
ii. Reference, Magazine & Non-Fiction Collections .....	43
iii. Local History .....	43
<b>k. Children’s Room .....</b>	<b>45</b>
i. Help Desk .....	45
ii. Preschool Learning Area .....	45
iii. Elementary Collections & Homework Center .....	46
iv. Program Room .....	47
v. Youth Services Staff Workroom .....	49
<b>l. Teen Room .....</b>	<b>54</b>
<b>m. Tween Room .....</b>	<b>56</b>
<b>n. Technical Services .....</b>	<b>58</b>
<b>o. Administrative Office .....</b>	<b>60</b>
<b>p. Staff Room .....</b>	<b>62</b>

## Introduction

More than two-thirds of Americans agree that libraries are important because they improve the quality of life in a community, promote literacy and reading, and provide many people with a chance to succeed.<sup>1</sup> Grafton is no exception; 60% of our residents have a library card. In 2015, the Library served 73,657 visitors and loaned over 138,000 physical items. There are 44,500 items in the collection as of June 2016, and over 10,000 residents have library cards.

In the 100 years that have passed since Jerome Wheelock gifted the town with the funds to build a library, the population has tripled, and library hours, staff, collections and programs have increased exponentially while the available space to carry out library functions has dwindled.

Collection growth has outpaced available shelf space. MBLC has aligned with the 2010 Wisconsin public library standards that recommend 4.8 titles per capita. While those standards were being developed, there was no way to predict the continued popularity of digital media. Grafton's eBook circulation increased by 45% in 2015, while print declined 2%, mostly in the adult fiction and nonfiction category. **Thus, the Library is basing the collection projects that drive shelf space on the current growth rate, and then reducing by 20% based on increased digital formats, including magazines, books, audio, video, and games.**

Ideally, the Library will moderately increase staff (to meet the demand for services) and reach the minimum of 12.5 FTE recommended for the basic level of service for 17,692 residents in FY17<sup>2</sup> (currently the Library has 11 FTE, below even the most basic standard). **The expanded space must include space for a minimum of 15.5 FTE staff by 2035 to serve 22,000 residents, in a space that permits staff to work ergonomically, economically, and safely.**

Grafton outgrew the current building over twenty years ago, and began making plans to expand in 1995. A successful bid requires a careful balance of resources, delivering everything the community needs in a compact, efficient, flexible space.

---

<sup>1</sup> American Library Association. 2015. State of America's Libraries.

[http://www.ala.org/news/sites/ala.org.news/files/content/0415\\_StateAmLib\\_0.pdf](http://www.ala.org/news/sites/ala.org.news/files/content/0415_StateAmLib_0.pdf)

<sup>2</sup> Wisconsin Department of Public Instruction. 2010. "Quantitative Standards by Municipal Population: FTE Staff per 1,000 Population." *Wisconsin Public Library Standards, Fifth edition*. [http://dpi.wi.gov/sites/default/files/imce/pld/pdf/standard\\_a.pdf](http://dpi.wi.gov/sites/default/files/imce/pld/pdf/standard_a.pdf)



# ALL ABOUT GRAFTON

## Geography

Grafton is located in Worcester County in Central Massachusetts, about nine miles southeast of Worcester; 40 miles west of Boston; 40 miles northwest of Providence, Rhode Island; and 182 miles northeast of New York City. Neighboring towns include Upton and Westborough on the east and northeast, Shrewsbury on the north, Worcester on the northwest, Millbury on the west, Sutton on the southwest, and Northbridge on the South. Grafton has a total area of 23.27 square miles with land making up 22.74 square miles; the remainder is water, including a town beach (Silver Lake) and a recreational lake (Lake Ripple) for skating, boating and fishing. Over 60% of Grafton is open space, including Town owned land, public parks, state parks and Grafton Land Trust property.

## Population

Population is a major component used in library design formulas. Much of this Library Building Program document is based on the MBLC Construction Program's recommendations at the BASIC level for size of collections, number of patron seats, number of computer workstations, and other factors. National library standards and formulas can be found in the Wisconsin Public Library Standards, Fifth Edition, 2010; on the National Institute of Building Science's Whole Building Design Guide<sup>3</sup>.

According to the Central Massachusetts Regional Planning Commission (CMRPC), the projected 25-year population for Grafton, based on the 2010 U.S. Census, is 20,970 by 2025 and 22,210 in 2035, Grafton is one of the fastest growing towns in Central Massachusetts, evidenced by a 19% increase from 2000 (14,894) to 2010 (17,765). **According to the CMRPC, Grafton is projected to serve 22, 122 people by 2035.**<sup>4</sup>

Population is evenly split between genders up until the 60-69 age range. There are a significant number of families, evidenced by higher populations in the 0-18 age range and 30-50 age range, and US Census data showing 57% of the population is married or single with children.

Grafton is growing increasingly ethnically diverse, evidenced by the 2010 US Census. 87% of the population identifies as European ancestry, with 7.7% Asian, 2.3% Hispanic, 1.5% two or more ethnicities, 1% African, .2% other, .08% American Indian, and .01% Hawaiian or Pacific Islander. This impacts the languages spoken in the local schools as well as demand for library materials in native languages and ELL services.

## Town History

Grafton was founded by 40 families and incorporated as a town in 1735. Grafton has a town meeting style government with a Town Administrator and an elected Board of Selectmen. Still a relatively small town, Grafton has an attractive and historic Town Center, three traditional villages, and tremendous natural resources. The Blackstone River and its numerous tributaries, along with significant open space, make the Town a scenic community of the type commonly associated with traditional New England values. The Town Common, established in 1738, contains a picturesque gazebo and is utilized for events by many community organizations.

Grafton has been growing exponentially for the past twenty years. A new exit added to the Turnpike in Millbury brought increased traffic to the area; the Massachusetts Bay Transit Authority opened a commuter

---

<sup>3</sup> National Institute of Building Science. 2015. Whole Building Design Guide. [www.wbdg.org/design/library\\_st.php](http://www.wbdg.org/design/library_st.php).

<sup>4</sup> CMRPC. 2011. Regional Characteristics.

<http://www.cmrpc.org/sites/default/files/Documents/Trans/Chapter%20II%20Regional%20Characteristics.pdf>. September 1, 2015.

rail station in Grafton; and CenTech Park and its neighbor Tufts University School of Veterinary Medicine are creating opportunities for significant growth in the areas of manufacturing, biotechnology, and research. In fact, CenTech Park is at the top of the priority list for the Blackstone Valley Prioritization Project.<sup>5</sup> In addition, Greater Boston Metropolitan area westward migration has reached beyond Route 495. Due to the excellent schools, small-town feel and prime location, population has been increasing 19% annually over the last several years.

People are Grafton's most important resource. A high degree of community volunteerism and participation in Town government help to make Grafton special. There is a strong sensibility that Grafton takes care of its own, and the community comes together multiple times a year to celebrate events like the Apple Pie festival, July 4th Concert on the Common, Grafton Celebrates the Holidays, and school fundraisers. The Library participates in many community events and frequently partners on events, festivals and grants.

## **Library History**

The Grafton Public Library was established in 1866 with a \$1,000.00 gift from Hon. Joseph Leland for purchase of books for a town Library. It was preceded by a Lyceum (held by stockholders) and a small public library in a physician's office. The Library combined titles from the Lyceum and from the Farmer's Club at the Grange. The original lending library opened January 28, 1867, and books began circulating April 24, 1867. The Library was housed in a room at Warren Block, now known as the Grafton Townhouse at One Grafton Common. The collection of over 5,000 books soon exceeded its allotted space, and the Library was relocated from the Clerk's office to Lower Town Hall, where it remained at One Grafton Common for 43 years.

Branches were opened in the public schoolhouses in the 1920s, and housed in their own buildings in the 1930s. They were closed for financial reasons, including low activity that did not justify maintaining branches in such a small town, in 2010.

In 1902, a generous bequest of \$100,000.00 from Jerome Wheelock designated \$90,000.00 for a Town Hall or Library. In return, Wheelock required a statue of "heroic size" be placed on the Common in return for this donation. The money did not mature until 1924; construction on the building began in 1927.

The Colonial Georgian style building was designed by Boston architect Oscar Thayer, a well-known architect of the times. The style is identified by the simple box shape of the building, a paneled front door that is centered and topped with rectangular windows (the Library has an arched window over the door as well) and capped with an elaborate crown supported by decorative pilasters (columns that stick out but are not stand-alone). The cornice (a ledge) is embellished with decorative moldings, and the first floor has large multi-paned windows. The Library also has a portico – a covered porch – at its entrance. The Library was built for a population of about 6,000 residents, and is a little over 7,000 square feet. In 1989, the meeting room in the lower level of the Library was turned into the Children's Room.

A renovation completed in June 2013 made part of the building accessible, with a LULA, accessible entrance, and accessible restroom. This project brought fire protection, safety and security systems up to code, as well. Winter 2014/2015 brought ice dams, and municipal insurance covered the cost of repairs during summer 2015 due to water damage on the walls, bookcases and moldings in the Main Reading room and Director's office. The staff kitchen underwent some renovations in fall 2015.

---

<sup>5</sup> CMRPC. *Blackstone Valley Prioritization Project: Final Report*. 2012.

[http://www.cmrpc.org/sites/default/files/Documents/CDAP/Doc\\_resources/bvpp/BV\\_Final\\_Report\\_WEBSITE.pdf](http://www.cmrpc.org/sites/default/files/Documents/CDAP/Doc_resources/bvpp/BV_Final_Report_WEBSITE.pdf)

## Grafton Public Library 2015 Stats at a Glance

73,657 visitors ↑ 14%  
9,337 program attendees ↑ 36%  
138,748 items circulated ↓ 2.5%  
11,514 digital items circulated ↑ 45%  
1,028 museum passes picked up ↑ 14%  
10,017 library card holders ↓ 7%  
6,618 items added ↑ 17%  
4,554 Computer Users ↑ 19%  
4,985 Reference Questions ↓ 20%  
456 programs ↑ 13%  
26,300 website visitors ↑ 36%

50,819 website hits ↑ 36%  
2,774 hours open  
8 public Internet computers  
7 lounge chairs  
4 MLS degrees  
2.2 books per capita  
\$36.08/capita Total FY16 Operating Expenditures  
\$5.87/capita Total FY16 Materials Expenditures (MAR)  
\$29.13/ capita Total FY16 Appropriated Municipal Income (TAMI)

According to the Public Library Association's 2014 annual survey of FY2013 Data Service, public library use is down all across the country,<sup>6</sup> but it has skyrocketed in Grafton thanks to innovative programming, outreach, new collections, and enthusiastic staff.

## Library Operations

The Grafton Public Library is a public library governed by an elected board of seven trustees. The Board has "full power to appropriate funds, make all proper provision and regulations for the preservation, management and direction of the library system." The Library Director is appointed by the Board of Selectmen, as are all town employees, and reports directly to the Town Administrator. [In practice, the Town Administration has deferred to the Trustees' in personnel matters that relate to the operation of the library.] The Library receives the majority of its funding from the Town of Grafton, with supplements from State Aid and trust funds (governed by the Board of Trustees), the Friends of the Library, grants and gifts.

According the FY2014 Town of Grafton Budget, Culture and Recreation comprise 2% of the Municipal Budget.<sup>7</sup> **Slightly more than one percent (1.21%) of the total municipal budget for Grafton was allocated for the Library.** The most recent report on the average municipal spending on libraries in Massachusetts is 1.22%<sup>8</sup>.

Compared to the 21 sister communities as defined by the MA Department of Revenue (DOR), Grafton is on par, 2% higher than the median municipal appropriation per capita of \$28.70 and 1% higher than the average per capita expenditure of \$28.42 for the Library.

In FY14, per capita expenditure for the Library was \$29.09.<sup>9</sup> The average total municipal expenditure of the 26 municipalities closest in population to Grafton in the 15,000-24,999 population range was a median of \$36.72 and an average of \$41.61<sup>10</sup>. **Grafton is 26% below the median expenditure per capita and 43% below the average per capita expenditure compared to other libraries serving a population similar in size.**

<sup>6</sup> Reid, Ian. 2015. The 2014 Public Library Data Service Statistical Report: Characteristics & Trends. *Public Libraries Online*. [publiclibrariesonline.org/2015/06/the-2014-public-library-data-service-statistical-report-characteristics-trends/](http://publiclibrariesonline.org/2015/06/the-2014-public-library-data-service-statistical-report-characteristics-trends/)

<sup>7</sup> Town of Grafton Budget Message.

[http://graftonma.virtualtownhall.net/Public\\_Documents/GraftonMA\\_Admin/budget/FY14%20Budget%20Message.PDF](http://graftonma.virtualtownhall.net/Public_Documents/GraftonMA_Admin/budget/FY14%20Budget%20Message.PDF).

<sup>8</sup> Municipal Pie Report. 2012. <http://mbic.state.ma.us/advisory/statistics/public/repmunicpie/index.php>

<sup>9</sup> Summary Public Library Statistics--Table- Revised from template 2015-10-26- Revised 2015-10-28- Revised 2015-10-29. 2014.

<sup>10</sup> Summary Public Library Statistics--Table- Revised from template 2015-10-26- Revised 2015-10-28- Revised 2015-10-29. 2014.

Compared to the 351 municipalities in the Commonwealth, **Grafton is 11% lower than the median of \$32.85 per capita, and 42% lower than the average library per capita expenditure of \$41.38.**

## Hours

In FY15, the Grafton Public Library was scheduled to be open 58 hours each week. Hours open is the only area where the Library is compliant with the basic level of public library standards<sup>11</sup>. Hours are Monday-Thursday 10:00am-9:00pm, Friday and Saturday 10:00am-5:00pm. The Library offered additional hours through monthly Library programs on Friday evenings for teenagers, and some Saturdays and Sundays for adults and families. The Library has received requests for early morning hours, for later hours on Friday and Saturday, and for Sunday hours on a regular basis.

---

<sup>11</sup> Wisconsin Department of Public Instruction. 2010. "Quantitative Standards by Municipal Population: Hours Open." *Wisconsin Public Library Standards, Fifth edition*. [http://pld.dpi.wi.gov/sites/default/files/imce/pld/pdf/standard\\_a.pdf](http://pld.dpi.wi.gov/sites/default/files/imce/pld/pdf/standard_a.pdf)

## Mission and Service Roles

The mission of the Grafton Public Library is to provide residents of any age opportunities to find and use information in many formats as they pursue personal growth and education throughout their lives. It helps them develop their ability to find and evaluate information used daily and all lifelong. It provides materials and programs relevant to contemporary issues and interests that enlighten, inform, and entertain. At the Grafton Public Library, residents will find a place to come together to share interests, ideas and experiences.

This mission is enthusiastically carried out by pleasant, helpful and resourceful staff who highly value patron confidentiality, privacy, safety, security – and patron input.

The Grafton Public Library has not formally identified a values or vision as part of its mission statement.

## Long Range Plan

**In discussing the community's strengths, opportunities, aspirations and responses at focus groups, long range planning meetings and one-on-one conversations, facility was identified as the number one priority.**

The 2016-2020 Long Range Plan with 2016-2017 Action Plan was submitted to MBLC on December 21, 2015. A copy can be found online at <http://graftonlibrary.org/home/about/lrp/>. Applying for the MA Public Library Construction Program Grant meets the Library's mission, and 25% of the Library's goals for 2016-2020 are facility-related. Until the Library facility is adequate, many goals are limited in scope to explore and investigate rather than develop and implement.

The Long Range Plan Focus Group identified the following roles to be used in setting service priorities for 2016-2020:

- 1. Visit a Comfortable Place: Physical and Virtual Spaces.** Residents will have safe and welcoming physical places to meet and interact with others or to sit quietly and read and will have open and accessible virtual spaces that support networking.
- 2. Satisfy Curiosity: Lifelong Learning.** Residents will have the resources they need to explore topics of personal interest and continue to learn throughout their lives.
- 3. Stimulate Imagination: Reading, Viewing, and Listening for Pleasure.** Residents who want materials to enhance their leisure time will find what they want when and where they want them and will have the help they need to make choices from among the options.
- 4. Create Young Readers: Early Literacy.** Children from birth to five will have programs and services designed to ensure that they will enter school ready to learn to read, write, and listen.
- 5. Know Your Community: Community Resources and Services.** Residents will have a central source for information about the wide variety of programs services, and activities provided by community agencies and organizations.
- 6. Celebrate Diversity: Cultural Awareness.** Residents will have programs and services that promote appreciation and understanding of their personal heritage and the heritage of others in the community.

The Grafton Public Library Board of Trustees reviews the long range plan/action plan annually. The Director and staff form annual goals and objectives in accordance with the Long Range Plan.

### III. Description of the Existing Building

The Grafton Public Library is proposing an addition/renovation to remove, replace or adapt the current stacks, and extend the footprint of the building to accommodate adequate space for the service needs and collections of children, teens and adults.

**All building systems are over 80 years old: electrical, plumbing, and HVAC need a complete upgrade or overhaul. The systems are fragile and inefficient and require costly maintenance and timely oversight.**

#### Overview

The Grafton Public Library is centrally located in Grafton on the Historic Common. Local businesses and activities on the Common help draw traffic to the Library. The Library is a short walk from both the High School and Middle School, and many students travel to the Common after school, especially on early release days to visit businesses, hang out, and use the Library.

The Library site is well-proportioned and the current parking lot is a natural place to expand the building. The 2012 purchase of the property next door leaves space for parking if the current lot is displaced by an addition. Drainage has been an issue over the past 19 years, with water seeping up through the concrete floor in the Children's Room. The site must be re-graded so soil comes up over the foundation of the building. The Library is located 100' from protected wetlands and need a special permit to build.

The building is well-oriented in terms of natural light, noise and climate. It is situated on south/west corner lot and the Main Reading Room gets a lot of sun, which is a bonus during the morning, but a challenge in the afternoon for computer users, including staff at the service points and staff work areas.

The original building dates from 1927. Stacks were added in 1960. In 2013, a small renovation project took care of some accessibility issues, but **a full service, easy to operate elevator is needed for strollers, freight, and families to use alongside those with disabilities.**

The gross square footage is 7,200 sq. ft. The building has 4 levels and serves a service population of 17,692 with a staff of just 10.5 full-time equivalents (FTE). As of October 15, 2015, the print/AV collection numbers 44,093 items.

#### Grounds

**To alleviate flooding, the front and side landscaping should be re-graded to bring soil levels up over foundation.** The landscaping is appropriate and moderately well-maintained. Features include a large flowering mountain laurel, a blue hydrangea, mature trees, and reader's garden with memorial benches and a bird bath. Herb beds and a vegetable garden have been recently added.

#### Parking

Currently, there are only 24 dedicated parking spaces in the Library parking lot behind the building. **Per Department of Justice Code, there are not enough parking spaces for a town of 17,692 residents.** The two dedicated handicapped spaces does not meet Department of Justice's recommended minimum standard for ADA compliance for a building of 7200 square feet. There are two other options for parking which are shared by visitors to the Common, and employees/patrons of local businesses.

## Accessibility

In spite of the 2013 Accessibility renovation, there remain multiple physical barriers for users and/or staff entering the Library. These include:

- Staff must navigate narrow hallways and multiple 2-step changes to access Children's room.
- Main entrance access is 6-step flight of stairs.
- Rear entrance (accessible) does not have automatic door opener.
- Rear entrance path is not wide enough for a full size chair to adequately navigate
- Many areas of the Library remain inaccessible to wheelchairs because of narrow doorways, stationary furniture, high furniture/stacks, and narrow aisles in stacks.
- Staff areas are non-compliant.
- No LULA access to third floor stacks.
- Disabled visitors lack direct access to most of the collection.

Staff members are available to pull materials for patrons, deliver materials curbside, and deliver materials through the home delivery program. This is not a replacement for the ability to browse and use the library autonomously.

**Sightlines throughout the building are poor.** A doorbell is installed at the LULA and accessible door so patrons can get staff attention if needed. The building lacks a paging system, walkie-talkie, and panic buttons.

## Sustainability

The building was not designed for energy efficiency, and even lacks insulation. Where possible, passive energy saving devices are in use.

## Flexibility

Library spaces are not flexible enough to allow for change. The stacks are floor to ceiling and cannot be moved. Built in shelving in the Main Reading Room can be slightly adjusted for height between shelves but cannot accommodate face out display very well. These are major limitations of the current building because it is not possible to reconfigure space for programs or changing needs.

## Building Structure / Infrastructure

After nearly 100 years of use, there are many aspects of the building which limit use and configuration, require regular maintenance, or require costly repairs. Current issues include:

- Repair deteriorating pillars on front portico.
- Repoint chimney and other areas of the brick façade.
- Remove and replace all original copper wiring and push button lights – it's a potential fire hazard.
- Remove and replace all original copper plumbing pipes.
- Remove and replace steam radiators with an energy-efficient heating and cooling system – ideally, one that has adequate outside air intake, and includes functional gas fireplaces in the Main Reading Room, shades to replace the heavy window drapes, and zoned heating and cooling throughout the building.
- Inspect and repair (if needed) the fire escape.
- Insulate Main Reading Room -- there is nothing between the brick and plaster to keep out the cold.

- The original slate roof is in good condition, but may be nearing the end of life. Over the years, there have been multiple leaks and ice dam damage requiring wall and ceiling repair.
- Restore or replace the windows throughout the building. The palladium windows in the Main Reading Room are inoperable and poorly insulated. Some of the windows in stacks have broken support ropes, and need to be propped open. Others only open with great force.
- Add more electrical outlets. There are a limited number of accessible electrical outlets – requiring extension cords or recent electrical work to enable patron laptop use in areas of the library.
- Mitigate dampness in lower level.
- Replace original plumbing. The two bathrooms on the lower level are original to the building, with cracking and deteriorating tile on the walls and floors. It is unclear the condition of the pipes in the building. About 20 feet of rotted pipe was recently replaced at a cost of over \$1,000 because of a leak. The condition of the remaining pipes is uncertain. The two bathrooms on the lower level are original to the building, with cracking and deteriorating tile on the walls and floors.
- Update HVAC. The single-zone, HVAC system requires frequent repair, including valve replacement and installation of separate thermostats to balance temperature.
- Provide adequate storage of equipment, tools, and chemicals. A single room in basement acts as boiler room, maintenance & janitor closet, and storage room.

## Telecommunications

**The Library does not have sufficient networking infrastructure to support either the staff or patron needs.**

The wireless network does not adequately cover all areas of the building. The networking and computer server equipment is housed in a small room next to the staff lunch room. Although the room is environmentally controlled with an air conditioner/dehumidifier, this room is a thoroughway for the staff to access the lunch room and exit of the building. There is also some networking equipment (wireless router, Ethernet hub) located in the staff work area, adjacent to the public access computers. Library phones are VOIP, connected to the Town's system.

## Lighting

Electrical service is adequate, primarily because of a recent (\$40,000) service upgrade to support the air conditioning needs. However, the **artificial lighting level is insufficient in terms of brightness in all areas of the building.** There is an all or nothing approach in the Children's Room; lights cannot be dimmed to accommodate gaming or movie night.

In the Main Reading Room, the middle, left and right pendants can be separately controlled, but not dimmed. The wall sconces have 4 zones, so part of the room may be dimmed for a presentation or event. Complaints about the low level of light are frequent.

There is no task lighting on tables, and two lamps next to chairs. One staff desk in the Children's Room has a task light. One staff desk in the Main Reading Room has a task light. The Director's office has a task light. Lighting in the renovated areas of the building are utilitarian fluorescents. They are motion sensitive in that if no activity is detected, the lights will turn off.

## Acoustics

**Visitors and staff frequently complain about noise generated within the Library.** Because of the small size of the room, there are often multiple simultaneous—competing—uses of the facility, and the acoustics of the Main Reading Room make sound carry from one side of the room to the other via the curved ceiling. The wide



open nature of the room means that computer users are disrupted by noise at the desk and commotion during library programs and events.

The nature of the floor to ceiling stacks, with visible gaps around the tops/bottoms of the bookshelves, translates to no privacy and no possibility for a silent or quiet zone.

**The Library lacks quiet study rooms, and quiet study space/tutoring space is requested daily.**

**The Library lacks a meeting room to contain noisy programs and events.**

**The Library lacks private areas for staff to conduct confidential business such as patron consultations, interviews, training, or performance reviews, or to contain the noise of check in, delivery, and acquisitions.**

## Shelving

**Shelving through the Library is not ADA compliant**, and the current shelving, including stand-alone, built-ins, and structural, is highly inadequate to accommodate the current collection and desired growth of the collection. Items are shelved too low and too high for all patrons to easily access.

The three-story structural stacks can in theory accommodate 35,000 books in linear feet. However, the lower level has five aisles dedicated to the Friends Down Under Book Store, leaving four aisles for storage of seasonal items, reference, additional copies and summer reading list books. Books are crammed to the ends of each shelf, and sometimes stacked horizontally on top of a row of upright volumes.



**There is very little room for face out display**, and not enough room between aisles to browse. Display is limited to one 3' by 4' bookshelf in the Main Reading Room, and one shelving cart. In the Children's Room, display is limited to the tops of shelves, over the heads of the primary audience. All new materials for ages 0-12 are relegated to a 3' shelf on one bookcase.

**Space insufficiencies limit the Library's ability to make materials easily accessible.** MBLC recommends public libraries in MA meet or exceed 4.8 volumes per capita<sup>12</sup>; Grafton provides 2.2 volumes per capita. The recommended basic level of volumes per capita for a Town of Grafton's size is 4.8, or 106,187 items<sup>13</sup>. If the library continues to acquire and deaccession materials at the average rates over the last five years, the collection will potentially reach 122,597 items.

C/W MARS network membership and increased use ease of access and stabilizing costs of eContent are the two strongest reasons for not building a book warehouse. For an investment of around \$18,000 per year, the Library receives over 21,965 items from network libraries on loan each year.<sup>14</sup> As digital content circulation has increased, we have allocated more money every year to eBooks and other digital resources such as Comics

<sup>12</sup> Wisconsin Department of Public Instruction. 2010. "Quantitative Standards by Municipal Population: Volumes held per Capita." *Wisconsin Public Library Standards, Fifth edition*. [http://pld.dpi.wi.gov/sites/default/files/imce/pld/pdf/standard\\_a.pdf](http://pld.dpi.wi.gov/sites/default/files/imce/pld/pdf/standard_a.pdf)

<sup>13</sup> Wisconsin Department of Public Instruction. 2010. "Quantitative Standards by Municipal Population: Volumes held per Capita." *Wisconsin Public Library Standards, Fifth edition*. <http://dpi.wi.gov/pld/boards-directors/library-standards>

<sup>14</sup> C/W MARS. 2015. Value of Service.

Plus. **The Library's members compose a very mixed readership of patrons who still like to hold, touch and smell a physical book, patrons who will only read eBooks and rarely come into the library, and readers who put a title on hold in every format and read whatever comes in first.**

**The Library lacks appropriate shelving to accommodate all types of materials.** Some CDs are in browsing bins, but others are in a diagonal arrangement with the label on the upper right of the item. Magazines are displayed face out, with a year's worth of back issues underneath the current issue, but there is only room for 64 titles for adults, and 24 for youth, far below the minimum standard of 10 titles per 1,000 capita (180 titles).

The Library staff spends a lot of time weeding, shifting and relabeling collections to facilitate ease of locating materials.

Shelving is generally logical in the Fiction and Nonfiction collections for adults and teens, and children's board books and picture books have a consecutive run. Children's fiction is circuitous and it is difficult to find books. Recent improvements include adding alphabetic labels to board books and adding series labels to identify items in a series. Children's nonfiction was orderly until media carts were relocated to the end of each nonfiction stack. This means that patrons cannot easily find items. There are end panel signs on the floor to ceiling stacks, and printed signs in other areas of the library. Signage is relatively easy to update. There are no directional signs to identify areas of the building.

## **Collections**

The following information defines the current status of the Grafton Public Libraries. Statistics are for 2014 and FY15, the last completed recording periods.

The Grafton Public Library has approximately 50,033 physical items in its collection (as of December 17, 2015). The Library spent approximately 16% of the total operating budget (approximately 101,000) of \$523,000 in FY2015 year) on new materials purchases, including print, audiovisual and multimedia materials. The library staff must maintain a regular weeding schedule for the collection, as a relevant, accurate, up-to-date collection best meets the needs of the community. Because so much of the collection is out in the hands of the borrowers, the Library does not need to maintain a strict add-an-item/delete-an-item protocol at present.

### **Shelving and Collections for Children**

The Children's Collection serves children age 0-12 and their caregivers. Children's items comprise 31% of the library's collections. The collection contains 15,581 items, including: board books, picture books, beginning readers and chapter book fiction; reference books, nonfiction books, and biographies; graphic novels and manga; magazines and periodicals; Blu-Ray and DVDs; books on audio CD and audio book kits with audio CDs/cassettes; Playaways, Playaway views, and Launchpads; video games for Xbox, Wii and Playstation consoles; kits; and an Early Literacy AWE tablet and puzzles and game collection for in-house use. The Children's collection is 90% print and 10% media.

### **Collections for Teens**

The Teen Collection serves youth ages 12-18 and contains 4,106 items, including: novels and short stories; poetry and plays; manga and graphic novels; nonfiction, biography, fiction and nonfiction audio books in CD and Playaway format; music CDs, movies & anime on Blu-Ray and DVD; video games for Xbox, Wii and Playstation consoles; puzzles and games for loan and for in-house use, and several unique items, including a telescope, ukuleles, a magnifying glass, and eReaders. The teen collection is 94% books and 6% media.

## **Collections for Adults**

The general collection serves adults age 18 and up, including seniors and English Language Learners. The general collection contains 30,439 items, including: novels and short stories; poetry and plays; manga and graphic novels; nonfiction, biography, travel and reference; fiction and nonfiction in large print format; fiction and nonfiction audio books in CD and MP3 format; music CDs, movies & TV series on Blu-Ray and DVD; video games for Xbox, and Playstation consoles; puzzles and games for loan and for in-house use, and several unique items, including a telescope, ukuleles, a magnifying glass, and eReaders. The collection for adults is 81% books and 19% media.

Ultimately, the Grafton community needs a fresh, current collection of print that contains classics as well as bestsellers and up and coming authors. Maintaining a smaller retrospective collection and dedicating more space to programs, services, staff and storage is ideal. Our needs dictate flexible shelving with room for display, and shelving to store and secure non-traditional items such as games, kits, and equipment.

## **Furniture & Artwork**

The Library lacks enough furniture (lounge seating and chairs at tables) to satisfy demand. MBLC recommends public libraries in MA meet or exceed between 4.5 and 7 seats per 1,000 capita, or 99-154 seats for readers<sup>15</sup> - not including computer task chairs or staff seating. The Library has 69 seats available for the public, with additional in storage due to lack of floor space.

The Library has 8 comfortable/lounge seats for all areas, detailed as follows:

- 1 armchair in the Down Under Book Store
- 4 armchairs in the Main Reading Room for adults
- 3 rolling ottomans in the Main Reading Room for teens

The Library has 31 seats for teens and adults:

- 2 wood chairs in the Down Under Book Store
- 24 wooden chairs for 5 tables in the Main Reading Room
- 4 tall café stools for 2 tables in the Mezzanine
- 1 adult size wooden rocking chair

The Library has 30 chairs for children:

- 12 preschool size chairs in the children's room at 2 tables
- 8 larger chairs for tweens and parents – the tables for these chairs are taken up with staff projects and not available for students to use. 4 chairs are in storage.
- 8 larger chairs for tweens and parents (in storage)
- 2 child size wooden rocking chairs
- No comfortable seating in the Children's Room for any age

The Library has 12 task chairs at 8 fixed public computer stations, 1 OPAC, and 3 study carrels.

There are 11 task chairs for staff.

---

<sup>15</sup> MBLC Planning Guide. Seating per 1,000 population. <http://guides.mblc.state.ma.us/c.php?g=242025&p=3224285>

Visitors lack space to sit and use the study tables and still allow others to use and browse the library space and collections.

There are limited areas for dedicated, configurable displays. There is one dedicated display unit in the Children's Room. The Library owns an Art Display scaffold, but there is no space to install it.

The Library has a number of pieces of art, some by listed artists, and no gallery space to display it.

## Borrower Services

### Circulation Desk

**The Main Circulation desk is not sized for demand.** It is cluttered with a cash register, return bin, the reference transaction sheet, the computer signup sheet, staff materials, staff forms, handouts for patrons, signage for programs and events, the staff schedule, and professional journals.

- There is little space for book returns or check out.
- There are sight lines for most of the Main Reading Room, but little view of the stacks behind the desk.
- Holds are stored behind the desk, and a cart has to be used for overflow.



### Reference Desk

The Reference Desk is separate from the circulation desk, diagonally across the room.

- No private workspace and no signage to indicate it is a Reference Desk, as it's a desk against a wall.
- No seating for patrons to consult with the Reference Librarian.
- There is limited shelf or storage space to highlight current themes for reading and research.

### Main Reading Room

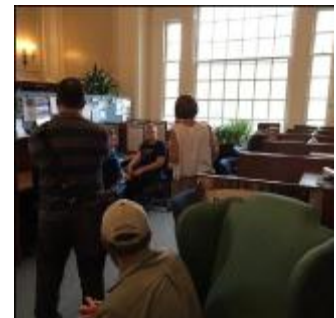
The Main Reading Room is a large single room which houses the Circulation Desk, Reference Desk, staff work area, patron computers, printer/copier/fax, large work tables, and materials (large print, teen, games and puzzles, music CDs, audio books, and DVDs). There is a lot of activity in this space where activities compete and impact everyone on the floor, including patrons and staff.

- Talking at circulation desk and reference desk can be heard throughout the room as well as from floor to floor.
- Any group meeting/discussion at the large work tables creates disruption and takes away study space
- General activity of people coming in and out of the front door.
- Circulation Desk activity is loud and disruptive.

### Public Access Computers

Per Wisconsin Library Standards, a basic level of service indicates .08 computers per 1,000 capita, or a minimum of 14 computers<sup>16</sup>. **The Library has 6 public access computer workstations for teens and adults, located on one end of the Main Reading Room**

- The computer area includes office supplies and printer/copier/scanner/fax.



<sup>16</sup> Wisconsin Department of Public Instruction. 2010. "Quantitative Standards by Municipal Population: Public Use Internet Computers by 1,000 Population." *Wisconsin Public Library Standards, Fifth edition*. <http://dpi.wi.gov/pld/boards-directors/library-standards>

- Computers are located next to large palladium window, less than ideal because of glare.
- No space for computer training.
- Computers are located adjacent to staff work area, so sometimes noise can be disruptive.

## Local History Collection

**The Library lacks a climate controlled, secure space for the local history collection.** A collection of approximately 900 volumes was previously housed in the Director's office in a built-in bookcase with glass doors. Unfortunately, the room was not climate-controlled, the bookcases did not lock, and the glass was not tinted. The 2013 Accessibility Renovation resulted in a new configuration for the Director's office, and the bookcase was removed and donated to the Grafton Historical Society.

Most of the historical collection has been moved to the lower level stacks, with the newspapers and yearbooks in stacks that are not climate-controlled, secure, or well-organized. There is no room for study tables and space for equipment. There are no display cases or secure shelving for the collection. There is no room for a separate service point in this area, patrons may request access and a staff member can escort him or her to pull materials, and then supervise use in the Main Reading Room.

## Meeting Rooms

**The Library lacks meeting rooms or quiet study rooms.** There is no space on site that can be appropriated as a meeting room without cutting off access to staff, services and collections to provide meeting space. Meeting rooms and quiet study space is a weekly, if not daily, request from patrons and visitors.

The Library executes over 450 programs annually. With programs come complaints about noise from the program, lack of seating for other library visitors, and lack of parking. Some programs are held off-site, resulting in confusion over location.

## Tweens

**The Library lacks a designated tween space,** and tweens ages 9-12 are an overlooked population at the Grafton Public Library. There is no space to pull out a separate tween collection. We have room for a preschool play area, but not for study tables for any age group. We have recently started to offer separate programs for this age group. Tweens may use the teen space or the Mezzazine café tables or the study tables in the Main Reading Room, but they do not have a space of their own.

## Teens

The Teen Space is located on one corner of the Main Reading Room. It does not look and feel distinctly different from the rest of the library.

- There is limited seating and workspace available throughout out the library, and none dedicated for teen reading, studying, or working in small groups.
- Much of teen collection (music, DVD, games) are interfiled with the adult collections.
- No teen program room. Teen programs occur in the Main Reading Room, which often impacts other patrons due to noise or space conflicts, since common workspace is among content shelves.
- The teen Librarian has no workspace in the teen area.
- The Teen Space does not comply with MLA's Massachusetts Public Library Standards for Service to Young Adults.

## Children's Room

The Children's Room is located on the basement level, and is not easily accessed from either the main entrance or Main Reading Room. The only accessible entrance is via the Limited Use, Limited Access (LULA) lift, which can be accessed from the Main Reading Room or rear entrance. The Children's Collection is for students through the sixth grade.

The Children's Room is one large space that consists of a non-contiguous preschool play area, elementary age area, reference area, collection shelves, open floor space, and a staff desk area. There is no room for strollers or wagons.

Issues include:

- Poor sightlines in room.
- No visibility of Children's Services from Library entrances.
- Proximity of play area, stacks, and reading area often results in competing populations.
- Single open area for programs means closing the Children's Room for these events.
- No private office for Children's librarian. The reference desk and staff desk are located on the edges of the open space
- Print collection is limited by available space, and constant weeding or swapping content to storage area is necessary
- The "reference area" is an old stage in the back of the room. One must be able to walk up/down two steps to access. There are two patron computer workstations, though there is no room for homework/quiet study or other work areas from children except on the open floor.
- No program room.
- Open floor space is shared by toddlers, caregivers, and elementary age kids reading books or playing. This makes it more crowded for browsing the shelves.
- No secure storage.
- Patrons seating at tables block access to the collection.
- The shelves are mobile for re-configuring the space, but the size/weight/age makes it difficult to rearrange frequently.
- Limited space for displays, highlight collections, or for public materials.
- The Children's Room does not comply with MLA's Massachusetts Public Library Standards for Service to Children.



*Figure 1 Story time program in the Children's Room*



*Figure 2 Craft/Homework Study space when storytime is not in session. Note crowded, high shelving and lack of staff work room.*

*Figure 3 Children's Storage - difficult to access, not secure, impassible aisle. Holiday books are housed here and displayed in the Children's Room only seasonally. No door – open/viewable to the public.*





## Staff & Delivery Areas

There are 11 full-time equivalents (FTEs) on staff, including six full-time staff (four with an MLS) and eight part-time staff. Current staffing levels fall below the Wisconsin Library Standards' basic level of 1.3 staff per 1,000 residents, or 13.8 FTE<sup>17</sup>. A full-time week is 35 hours. An expanded/renovated library facility must be designed to assist the library staff to be more efficient.

**The Library lacks staff workrooms.** All staff work areas are directly in or adjacent to public areas with limited workspace and minimal privacy. There is no "delivery area" to stage C/W MARS bins or receive shipments.

**The staff room/lunch area is limited to seating for 3 staff members at a time and is not ADA compliant.** Only the director has a private office, and proximity to public spaces and other staff work areas do not lend any privacy for confidential discussion and non-public matters.

With no paid pages on staff, Library staff must take time away from the service desk to reshelv materials. More volunteers are needed to cover 116 hours of shelving each week (58 hours per floor). The Library manages a volunteer staff of over 50 people a year who donate over 1,000 hours of service shelving materials, running the Down Under Book Store, and assisting with preparing materials for Library programs. Secure and supervised space for volunteers to store personal belongings, log their activities, and perform tasks must be integrated into staff space.

**An expanded/renovated library facility must be designed to assist the library staff to be more efficient.** The Library has limited staff workspace which means that the staff must move materials from one location to another in order to complete projects, scrambling for computer space, and staff must travel to another floor to get office supplies and book processing materials.

The "cubbies" designed for two staff in the 2013 Accessibility Renovation are not flexible, ergonomic or roomy enough to conduct library business. Only four staff members have space in two "offices" off the public floor to work. Three staff members have their own desks. The remaining seven share space on the public floor. Tasks such as unpacking delivery and ordering interlibrary loan, program preparation, unboxing new materials, mending materials in need of repair, preparing bills and budgeting, professional development, writing reports and grant applications, annual reviews, patron interactions requiring confidentiality ALL should take place off stage.

## Maintenance

There is no designated space to store cleaning products, snow removal tools and other items, and no janitor's closet or workspace. All such materials are in the Boiler Room, and there is a constant juggling act to maintain access to the electrical panels, hot water heater, and boiler.

---

<sup>17</sup> Wisconsin Department of Public Instruction. 2010. "Quantitative Standards by Municipal Population: FTE Staff per 1,000 Population." *Wisconsin Public Library Standards, Fifth edition*. [http://dpi.wi.gov/sites/default/files/imce/pld/pdf/standard\\_a.pdf](http://dpi.wi.gov/sites/default/files/imce/pld/pdf/standard_a.pdf)

## Conclusion

**The population of Grafton has tripled since 1927, and the current library has not been able to grow accordingly.** The location on the Common and the historic charm of the Library, combined with welcoming staff and innovative configuration of limited space, contributes to the success of the Library and its programs in spite of lack of space and antiquated building systems.

In five different focus group meetings, members of the community conveyed their expectations for their public library to:

1. Offer programming for all age groups, including training;
2. Provide computer access;
3. Provide an attractive up to date collection;
4. Provide adequate staffing.

In terms of facility, participants prioritized:

1. more materials;
2. public meeting rooms;
3. quiet study rooms and tutoring space;
4. a space for the Friends Down Under Book Store;
5. improved lighting;
6. separate spaces for children, teens and adults, and
7. a fully accessible library.

When public libraries renovate, uses skyrockets 30% on average for at least a year, because accessible, convenient parking is available; meeting room space encourages community use of the facility for programs; and there are expanded collections with a more accessible layout of library materials that increases use of those materials. Because of the increased use, even with an efficient staff, there may be the need to hire additional staff to meet community needs. In anticipation of staff growth over the next twenty years, the Area Descriptions call for additional space to give each staff member a workspace.



## X. Area Descriptions

**The Library design, in all areas described, should be designed for flexibility and employ the four space model for and design for people, community outcomes, experience and innovation.** The design should employ components that allow maximum versatility in the use of interior spaces and ease of control. The design should incorporate a minimum of corridors and interior walls to optimize space usage, maximize efficiencies, and maximize line-of-sight for library staff.

MBLC requirements per program notice are for 4.8 items per capita. Multiplied by the projected population of 22,122 by 2035, that total comes to = 106,186 items. **Our Building Program recognizes increased digital formats, decreased physical circulation, the quick availability of retrospective collections the statewide delivery, and call for 84,746 items, a 20% reduction.**

4.5-77 seats per 1,000 residents x 22 (thousand) = 99-154 seats. **Our Building Program exceeds this guideline at 160 reader seats, plus 96 program seats.**

### Sustainability

Sustainability constitutes three areas: environment, social/cultural and economic. The Library's environment should be sustainable. The new design should have little effect on the current site or the environment. Materials should be as natural, appropriate the New England character and climate, and be selected for sturdiness and longevity: brick, stone, marble, wood, glass, and concrete. The design should include LEEDS-certified items where appropriate. Examples include solar-powered exterior lighting, low/high flow flush options for toilets, shades for windows, and sensors for lights.

**The design and layout of the building should allow the staff to sustain the YES culture that is persuasive in the Library.** Departments may become physically further removed from one another, and staff should have space in their departments for collaborative work. The design should be as cozy, warm and welcoming as the Library's staff, administration, and policies.

Comfort and functionality, not extravagance, are key. **Public spaces must be placed with economy of sightline to minimize staff growth and efficiently manage an increase in square footage.** While replacing whole building systems is an expensive prospect, heating and cooling costs should not increase exponentially. It is worth the investment to spend money on modern and efficient systems now that will have a cost-saving benefit over time.

### Accessibility

The relationship of spaces and the traffic patterns among those spaces are critical to efficient library use and economical library maintenance and operation. ADA and state laws require accessibility by handicapped people throughout the building. **The architectural plans should meet all of the requirements for this statute.**

Some aspects of design that are affected by ADA include height of shelving, the width of aisles between shelving units, elimination of dead-end shelving, circulation counters of various heights to allow for wheelchair access, and handicapped-accessible restrooms. As the plan will include a significant portion of the current building, renovations should account for these accessibility needs. The current building was recently renovated to expand accessibilities, and the new renovation should look to reuse or minimize any destruction of these recent improvements.

**Accessibility should not be limited to patrons in wheelchairs. Walkers and canes, vision and hearing loss, even sensory issues should be considered when designing a public building.**

## **Security**

**Security of staff and patrons should have a high priority in the design.** The layout of furnishings and book stacks should take into consideration lines of sight from staff workstations. The service desk should have lines of sight throughout the building to enable easy supervision. Lighting should promote security, both inside and outside the building. There should be security alarm systems such as a closed circuit TV system, and an after-hours alarm system. The Library has recently received a grant to purchase a security system for the current building. The new design should include use of this system and expand upon it. The parking lot should be well lit to promote security. As mentioned in the sustainability section, use of energy-efficient or solar powered lights would be a plus.

All entrances to the building should be lit with dusk-to-dawn lighting with other outside lighting. Consideration should be given to employees or the general public leaving the building after dark.

If the design includes an after-hours accessible meeting space, the design should include a separate entrance and meeting space which can be secured separately from the main building.

Youth safety must be guaranteed in the library. Youth Services desks for children, tweens and adults must be situated so the librarian has visual control of the space. The entrance to all restrooms should be visible from the service desks.

Security problems can best be solved with good space planning and architecture that optimizes visual surveillance, creates good stack orientation, and minimizes remote and secluded spaces. The building should be easy to close in the evening for staff without fear of leaving the building with patrons left overnight.

## **Acoustics**

**Noisy areas such as the service desk, children's area, and the entrance lobby should be insulated acoustically from the main reading area and quiet study areas as much as possible.** The use of glass in such areas as the circulation/technical services areas can provide basic noise separation while permitting visual control. Sound absorption elsewhere can be achieved by the use of carpeting, acoustical tiles, cushioned seating, and draperies. It is important to minimize the effect of street and parking lot activity. All environmental equipment and devices should be located to produce the least amount of noise possible.

## **Data & Telecommunications**

Technology demands adequate floor grids and conduits for network and power cables to appropriate workspaces and open space in cases of reconfiguration. The design should allow for optimal transmission for wireless network configuration throughout the entire library.

## **Lighting and Electrical**

Library lighting is of major importance to the success of the facility. **Lightning design should include as much natural light as possible through the use of energy-efficient windows and sky lights, especially in areas where people where be sitting.** Sunlight should be considered for illumination of the building. Daylight from the North side of the building is typically good for reading. South, West, and East light tend to be harsh and should be controlled. Please follow minimum residential requirements of one wall outlet every 6 feet and one floor outlet every 10 feet.

The design should provide plenty of electrical outlets throughout the facility for cleaning equipment, audiovisual equipment, and computer equipment. Please use residential requirements of outlets every 6-10 feet per wall as well as every 10 feet in the floor, throughout the building.

Good quality, low energy, lighting should be used. Lighting in all areas, including book stacks and storage areas, should exceed accepted standards and should approximate the qualities of natural light as closely as possible.

Audiovisual and computer areas require low level, non-glare lighting. Care should be taken in placement of computer workstations to minimize glare from outside sunlight.

### **Furniture, Fixtures, and Equipment**

**Coordination of the interior design and furniture is important.** Effective interior design can have a positive impact on the continuing maintenance costs of the building. The environment includes architectural details, the colors and textures of walls, floors, casework, and also equipment and furniture arrangement. It is important to arrange furniture to promote easy patron use of the library and optimize staff visual control of the areas of the library.

Furniture should be of high quality considering the long-term and high traffic usage.

The Library needs a variety of seating for all areas, appropriate styles depend on usage, e.g. children's room, adult, reading areas, and lounge seating.

The furniture, fixtures, and equipment design should consider flexibility as a key aspect. It is desirable to be able to easily reconfigure various areas in the Library to accommodate multiple uses, and future changes to these areas.

### **Ergonomics**

Accessibility and ergonomics might be considered together. Ergonomics should be taken into consideration for shelving of materials, processing delivery, technical services and shipping/receiving in particular, where staff are more likely to perform repetitive motions.

Very sturdy magnetic bookends are vital, to prevent staff injury in reshelving.

**Staff work areas must include sitting/standing desks or adjustable height workstations and task chairs.**

Patrons should also be offered a variety of comfort levels for seating and tables. Flooring should be level within departments, with no stages, lofts or slopes.

Doors and cabinets should have handles placed for ease of opening. Windows should be easy to open and close.

Restrooms and stalls should provide enough space so knees do not bump the walls. Accessing soap or towels from automatic dispensers should not necessitate a long reach or lead to soap dripping on the floor. Storage should be provided in work areas to prevent long walks to obtain materials and office supplies.

## Signage

The exterior sign bearing the Library name should be well illuminated and highly visible from access sidewalks and roadways. Signs identifying the patron parking lot, including entrance and exit signs, the main entrance to the facility, and the community meeting room should also be highly visible.

It is desirable to have signs designed to identify the building, announce its services, and orient and instruct the patrons. The size/style of the signage should correlate with its importance.

**Carefully planned interior signs with graphics such as a map of the layout of the library will make the facility accessible and understandable to users by assisted patrons to be self-sufficient.** Planning for signs and graphics begins as soon as the general layout of furniture and areas is decided. Once that decision is made, the library staff should review the floor plans in terms of the directional and informational questions that are most likely to be most frequently asked by the patrons.

Signs should be integrated with interior design and have consistency of style. End panel signs in the stack area indicating subject or alphabetical sequences of material are required.

Color coding of walls, rugs, even pipes and beams is another visual clue to guide patrons from one area to another, and is encouraged.

## Public Meeting Space

**The inclusion of meeting space was top feedback from the long-range plan focus groups.** The public library is the only facility in a community used by every age group. Residents attend lectures, cultural events, programs, craft and technical workshops, training sessions, and other events at the Library. The design must include a community meeting room to accommodate 60-100 people and a youth services program room for 36-50 people. A space that is expandable through moving partitions may be an option. The meeting room should be adjacent to the Library entrance and entrances to public restrooms to enable use during non-library hours.

**The design must also include multiple soundproof quiet study room for groups of 2-6** to meet for tutoring, projects, interviews, or simply to read and write in silence. Ideally, the Library would provide 3 rooms with a table and 2 chairs; 3 rooms with lounge seating for 2; and 2 rooms for 6 people with table seating (or any similar combination)

**Summary of Estimated Space Needs  
with seating by type\***

**Library Name: Grafton Public Library**

**Date: 6-14-2016**

Area Name	Estimated Size (sq ft)	Collection			Public Computers	Staff Computers	OPACs	Reader Seats			Program Seats
		Volumes	A/V Materials	Periodicals				Lounge Seats	Table Seats	Total Reader Seats	
Entrance/Lobby	200	0	0	0	0	0	0	4	0	4	0
Circulation Desk	301	10	0	0	0	2	0	0	0	2	0
Circ Workroom	950	400	100	0	0	6	0	0	0	3	0
Automated Sort	200	0	0	0	0	0	0	0	0	0	0
Self-Check(s)	150	0	0	0	5	0	0	0	0	0	0
Photocopier(s)	100	0	0	0	0	0	0	0	0	0	0
Browsing/New	2,590	200	100	1,600	0	0	1	2	0	2	0
A/V Materials	801	10	8,000	0	0	0	1	0	0	0	0
Reference	840	100	0	0	12	1	1	2	18	20	0
Adult Nonfiction	1,280	12,000	0	0	0	0	1	2	0	2	0
Adult Fiction	1,580	15,000	0	0	0	0	0	2	0	2	0
Local History	750	1,000	100	400	0	0	0	0	0	0	0
Teen	1,810	6,000	1,200	240	12	1	1	7	8	17	0
Tween	825	2,000	600	120	0	0	1	6	4	10	0
Children's Room											
Service Desk	300	0	0	0	10	2	0	0	0	2	0
Preschool Area	1,732	10,000	0	48	2	0	0	9	8	16	0
School-Age Area	2,636	16,000	0	144	2	0	1	8	8	18	0
Program Room	415	150	0	0	0	0	0	1	0	1	36
Media	600	0	6,000	0	0	0	0	0	0	0	0
Storage	380	200	0	0	0	0	0	0	0	0	0
Office/Workroom	950	0	0	0	0	6	0	0	0	6	0

Area Name	Estimated Size (sq ft)	Volumes	A/V Materials	Periodicals	Public Computers	Staff Computers	OPACs	Lounge Seats	Table Seats	Total Reader Seats	Program Seats
Meeting Room(s)*	650	0	0	0	0	0	0	0	0	0	60
Community Kitchen	200	0	0	0	0	0	0	0	0	0	0
Mtg Room Storage	200	0	0	0	0	0	0	0	0	0	0
Quiet Study	630	0	0	0	0	0	0	0	21	12	0
Group Study	420	0	0	0	0	0	0	6	6	12	0
Director's Office	409	100	10	12	0	1	0	2	4	7	0
Admin Office	321	10	0	0	0	1	0	2	0	3	0
Technical Services	581	200	50	0	0	2	0	2	2	6	0
Delivery/Receiving	100	0	0	0	0	0	0	0		0	0
Custodial Workrm	150	0	0	0	0	1	0	0	0	1	0
Server Room	150	0	0	0	0	1	0	0	0	1	0
Staff Break Room	691	10	0	0	0	1	0	5	10	15	0
Friends/Book Sale	650	2,000	100	0	0	0	0	2	2	4	0
		Total Vols	Total A/V	Total Periodicals	Total Public Computers	Total Staff Computers	Total OPACs	Total Lounge Seats	Total Table Seats	Total Reader Seats	Total Program Seats
Total Net SF 24,768.6		65,710	16,640	2,576	43	24	5	59	85	<b>160</b>	96
30% Unassignable Area 33,025		Total Items: <b>84,746</b>									
Total Estimated Gross SF 33,025											

MBLC requirements per program notice are for 4.8 items per capita. Multiplied by the projected population of 22,122 by 2035, that total comes to = 106,186 items. **Our Building Program recognizes increased digital formats, decreased physical circulation, the quick availability of retrospective collections the statewide delivery, and call for 84,746 items, a 20% reduction.**

4.5-77 seats per 1,000 residents x 22 (thousand) = 99-154 seats. **Our Building Program exceeds this guideline at 160 reader seats, plus 96 program seats.**

## Parking Lot

**Function:** Per MBLC, projects must provide parking that meets or exceeds the national standard of one parking space for every 400 square feet of building. Handicapped accessible and staff parking shall be in addition to this requirement. Van parking is also required.

Following ADA guidelines, accessible parking requirements increase with number of spaces, per the Department of Justice; formulas follow.<sup>18</sup>

### Occupancy:

7,000 sq ft = 18 parking places + 2 accessible + 10 staff = 30 – this is the size of the current building; the current lot have 28 spots, including 2 accessible, and 0 designed for staff.

10,000 sq ft = 25 parking spaces + 4 accessible + 10 staff = 37

12,000 sq ft = 30 parking spaces + 4 accessible + 10 staff = 44

20,000 sq ft = 50 parking spaces + 6 accessible + 10 staff = 66

22,000 sq ft = 55 parking spaces + 6 accessible + 10 staff = 71

24,000 sq ft = 60 parking spaces + 6 accessible + 10 staff = 76

28,000 sq ft = 70 parking spaces + 6 accessible + 10 staff = 86

32,000 sq ft = 80 parking spaces + 8 accessible + 10 staff = 98

36,000 sq ft = 90 parking spaces + 8 accessible + 10 staff = 108

## Library Garden/Patio

### FUNCTION

The Library Garden/Patio provides seasonal outdoor seating and up to 6 raised beds for herbs and vegetables for community programming.

### OCCUPANCY: 16

### SEATING

- 2 benches
- Café table with 2 seats X 2 for a total of 4 seats
- Café table with 4 seats X 2 for a total of 8 seats

### FURNITURE

Rain barrel compliant with local guidelines

### TECHNOLOGY

- Wireless access
- Outdoor charging station(s)

### FINISHES

Durable and weather resistant surfaces that are easy to clean and sanitize.

### NET SQ. FT.: 200

---

<sup>18</sup> ADA. Parking. Source: <http://www.ada.gov/restripe.htm>

# LOBBY

## FUNCTION

The Lobby is the primary entrance to the Library from the Parking Area. The patron's first impression upon entering the Library is an important one. It should be welcoming. The Lobby is a high traffic area. The Lobby can be securely closed off from the rest of the Library for after-hours functions. The public should be able to quickly orient themselves, assisted with signs and graphics, upon entering the Lobby. The Lobby may include space for display and posted event signage. People may wait in the Lobby for rides, or come to the Lobby to use their cell phones.

There is only one main entrance and exit to the Library, clearly designated and visible from the street and parking lot. The architect should provide a double door vestibule for people to enter/exit.

## OCCUPANCY

**Public:** varies, people entering, passing through to various parts of the building, leaving the building, waiting for rides

**Staff:** 0

## RELATIONSHIPS (to other areas and functions)

Proximity to juvenile, teen and adult services, public meeting rooms, Friends Cafe/Down Under Book Store.

Proximity to communal restrooms (mens, women's, and a gender neutral/family).

Proximity to custodial closet.

## SPECIAL REQUIREMENTS

- Donor wall with space for engraved bricks or plaques
- Efficiency display for new building systems
- An overhang should be provided for patrons waiting for rides in inclement weather.
- Include provision for collection security system should be including. Conduit/hard to retrofit requirements for future installation of electric, data, security, etc. should be installed at time of construction.

## SEATING

- 2 benches for people to sit and use their cell phones or wait for a ride.

## FURNITURE AND EQUIPMENT

- Patron counter
- Access to security system

## CASEWORK

- Gallery display - could include shelving, glass cabinets, picture rail

## LIGHTING

- Bright overhead lighting
- Gallery lighting
- Sheer blinds for windows



**TECHNOLOGY (Computers and peripherals)**

- LED screen with events calendar
- Automatic opening and closing doors
- Efficiency display for new building systems

**TELECOMMUNICATIONS (telephone, data)**

- Wi-Fi

**ACOUSTICS**

- Art/sound panels to soften space

**FINISHES**

- Flooring should be for high traffic with special matting to remove dirt and water from shoes/boots to help keep the library interior clean.
- All surfaces are easy to clean and sanitize.
- Tough but attractive materials that stand up to high traffic.
- Mats outside door, inside vestibule
- Durable, easy to clean, natural materials preferred.

**STORAGE**

- Book drop cart
- Janitor's closet for custodial equipment, snow removal tools

**OTHER CONSIDERATIONS**

- Expandable for automated sorter, if that is not part of this project.
- Space to connect self check and holds shelf for pre-opening pickup.
- Foyer (double doors) to contain mud and for efficient heating/cooling.
- The Lobby will be noisy with patron traffic. Careful planning to avoid routing visitors through stack or reading areas and avoid congestion, noise and confusion in accessing the community meeting room is required; noise control is essential.
- No fluorescent lights

**NET SQ. FT.:** 400

# Public Meeting Room

## FUNCTION

The Public Meeting Room is the primary gathering spot for children, teen and adult Library programming, meetings, events and functions that attract over 40 people. The meeting room should be accessed from the Lobby, which can be closed off from the rest of the Library for after-hours functions.

The meeting room has access to restrooms, kitchen, and custodial services.

## OCCUPANCY

- **Public:** 60 people, seated; 100 standing
- **Staff:** 0

## ARCHITECTURAL FEATURES

- Storage for stackable chairs & tables on dollies when not in use
- Portable stage or risers that can be stored when not in use
- Storage for additional A/V equipment used in the room
- Automated projection screen
- LED projector with wall panel – works easily with gaming and computer equipment
- Surround sound speakers
- Automatic opening doors

A full kitchen with full sized appliances at one end of the room is required. It might be closed off with folding doors when not in use. The kitchen must be up to health code for preparing and serving food to the public with appropriate ventilation, handwashing and sanitizing stations.

Community exhibits will occur in this space. Plan on storage for wire grid folding panel display units as well as cove molding for hanging exhibits and light colored walls to enhance exhibits. Lighting should be controlled on several circuits for different uses, consider both general fluorescent lighting with dimmers and incandescent track lighting for exhibits.

The room must have good acoustics and be as soundproof as possible so programs do not disturb other library users. Because the room should be available for use when the Library is closed to the public, there should be separate control for the HVAC system. The Community meeting room should have a separate security zone so the room can be locked by other than Library staff. The space needs excellent ventilation; if at all possible, windows should be included in the design to make it a much more enjoyable meeting space.

## RELATIONSHIPS (to other areas and functions):

Proximity to lobby, parking, public restrooms, service desk, and Friends Cafe/Down Under Book Store. Distant from quiet study space, reference area, stacks, local history room.

## SIGHTLINES

It is clear where to find restrooms, elevator, exit, kitchen, and public service desk when you are in or exiting the meeting room.

## SPECIAL REQUIREMENTS:

Space and acoustics for baby grand piano

**SEATING:**

- 60 stackable chairs

**FURNITURE AND EQUIPMENT**

- 60 stacking chairs
- 10 folding tables
- 1 lectern
- baby grand piano
- clock
- coat hooks
- trash & recycling receptacles
- full kitchen with dishwasher and 3 sinks to meet health code requirements
- kitchen appliances (microwave, stove, dishwasher, hot water boiler, microwave, Keurig, ice machine)

**CASEWORK**

- Gallery display – should include shelving, glass cabinets, and picture rail
- Cabinetry and counters in kitchen area

**LIGHTING**

- Bright overhead lighting
- Gallery lighting
- Counter top task lighting under cabinets
- Lighting in storage closets
- room darkening shades for windows

**TECHNOLOGY (Computers and peripherals)**

- ceiling mounted projection screen
- sound system
- computer projection equipment

**TELECOMMUNICATIONS (telephone, data)**

- Wi-Fi
- extension phone that can dial an outside line
- GCTV live link

**ACOUSTICS**

- Appropriate to accommodate baby grand piano
- Sound system with lavalier microphones and surround sound speakers
- Sound panels

**FINISHES**

- All surfaces are easy to clean and sanitize.
- Tough but attractive materials that stand up to high traffic.
- Durable, easy to clean, natural materials preferred.

**STORAGE**

- Closet to store 60 stacking chairs & 10 2'x6' folding tables
- Closet for picture hanging equipment, including a ladder
- Locking cabinetry in kitchen

**OTHER CONSIDERATIONS****ADDITIONAL NOTES**

Please see Pinterest board for library space inspirations:

<https://www.pinterest.com/graftonpublib/library-expansion-ideas/>

**NET SQ. FEET:** 1,050

# RESTROOMS

## FUNCTION

The restroom provides a secure and sanitary place to take care of biological needs, and the Library administration prefers individual rooms throughout Library to eliminate need to lock/monitor restrooms, with communal restrooms near the meeting room.

## OCCUPANCY

1-4 in each restroom (depending on type); 2-3 in family; 1 in staff/gender neutral

**Children's Services:** 2 family restrooms with child and adult size sink & toilets, changing tables

**Teen Services:** 1 gender neutral restroom in Teen Area

**Adult Services:** 1 men's, 1 women's and 1 family/gender neutral restroom

**Staff area:** 1 gender-neutral restrooms and 1 shower

**Lobby/Meeting Room:** 1 men's (4 stalls), 1 women's (4 stalls), 1 family/gender neutral restroom

## RELATIONSHIPS (to other areas and functions):

Individual restrooms throughout building, communal near meeting room

## SIGHTLINES

Restrooms visible from public service desks

## SPECIAL REQUIREMENTS

- Restroom signage should include 3D map of restroom for visually disabled visitors
- Stalls in communal restrooms must have doors that reach to the floor – no partitions with gaps
- Multiple hooks for bag/coat in each stall
- Shelf for purse/phone in each stall
- Auto shutoff for water faucets, but must have good water pressure
- Space for stroller parking outside of Family restrooms
- Child-sized sink and toilet in Children's restrooms
- Private space for nursing mothers adjacent to, but not in, Children's restroom
- Filtered water drinking fountains with water bottle refill spots by each restroom

## SEATING

Chair or bench outside for those waiting

## FURNITURE AND EQUIPMENT

- Bench
- Mirrors over all sinks
- Full-length mirror in staff area

**CASEWORK**

Counters/cabinets

Cubbies for personal belongings

**STORAGE**

- Locking cabinets or closet in each washroom to contain replacement hygiene products/soap
- Cubby to stow book bag/briefcase
- Hooks for coats/purses
- Shelf for phone/wallet/keys in each restroom

**LIGHTING**

- Bright overhead lighting
- Motion sensor to turn on lights when the room is entered

**TECHNOLOGY (Computers and peripherals)**

- Eco flow toilets
- Choice of flush

**TELECOMMUNICATIONS (telephone, data)****ACOUSTICS**

- Fans in all restrooms

**FINISHES**

Easy to sanitize tile, concrete, stone

**ADDITIONAL NOTES**

Labelled pipes to indicate water flow/temperature

Please see Pinterest board for space inspirations:

<https://www.pinterest.com/grafonpublib/library-expansion-ideas/>

**NET SQ. FEET:** unknown

## **DOWN UNDER BOOKSTORE**

**FUNCTION:** The Friends of the Grafton Public Library's Down Under Bookstore consists of 600 linear feet of shelving for approximately 2,000 used books for sale and 200 media items. It is a permanent and ongoing fundraiser for the Friends of the Library. The book sale area should be available for browsing and sales during after hours use with the option to lock or close off the space.

### **OCCUPANCY**

**Patrons:** 12-16, standing & seated

**Staff/Volunteers:** 1-2

### **RELATIONSHIPS (to other areas and functions)**

Proximity to community meeting room, community kitchen and lobby

### **SIGHTLINES:**

Visible to staff

### **SPECIAL REQUIREMENTS:**

- Face out display for seasonal and highlighted collections and series books
- Browsability
- Staging area for items not yet ready for sale
- Locking cabinetry for rare books for sale
- Rack for maps/posters for sale
- Secure donation box for donations/payment
- Space for library merchandise

### **SEATING:**

- Table Seating: 4-8
- Lounge Chairs: 2-4

### **COLLECTIONS**

- 133 3' shelves of used books
- 100 3' shelves of used books, recently donated, to be sorted and accepted

### **CASEWORK**

-

### **FURNITURE AND EQUIPMENT**

- Step stool
- Book cart
- Mailbox
- 4 x6 Bulletin board for friends events & donation policy

### **LIGHTING**

- Natural lighting
- Windows

- Screen to soften bright daylight
- Motion sensor to turn on lights when the room is entered
- Sensor located in an easily accessed area to reactivate when lights go out

#### **TECHNOLOGY (Computers and peripherals)**

- 1 Laptops
- 1 telephone
- Wireless access
- Flat screen cable/smart TV
- radio

#### **TELECOMMUNICATIONS (telephone, data)**

- Network cabling OR private Staff/Town Wi-Fi with remote access
- 1 telephone
- Cable wiring

#### **ACOUSTICS**

- White noise

#### **FINISHES**

Durable, easy to clean, natural materials preferred.

Warm, welcoming inviting tones.

#### **STORAGE**

- Locking closet for volunteer belongings and Friends equipment such as cash boxes, sandwich board, promotional items for sale, cash boxes, tables, tent, helium tank, etc

#### **OTHER CONSIDERATIONS**

The Down Under Book Store will not be staffed during all hours of Library operation, so sightlines and lock box payment method is a necessity.

#### **ADDITIONAL NOTES:**

No fluorescent lighting

**NET SQ. FT.:** 710



## **Borrower Services**

### **FUNCTION**

Borrower services encompasses welcoming and assisting visitors, conducting library transactions such as registering for a library card, returning, requesting and checking out library materials, library orientation, ready reference and referral, purchasing of coffee and library related items, reader's advisory and some reference.

Borrower Services has been divided into four sections:

1. Circulation / Help Desk
2. New Books/Browsing
3. Fiction Stacks
4. Staff Workroom

### **Circulation / Help Desk**

Patrons come to the desk to register for a library card, check material in and out, ask questions about their accounts, and ask reference questions, get directions, get reading suggestions, get bibliographic and technological instruction, and more. Staff handle cash to process payments for fines, taxes and printing, and collect funds from the book sale.

### **OCCUPANCY**

**Patrons:** 3 checking materials in/out, 3-6 waiting in line

**Staff:** 1-2

### **RELATIONSHIPS**

Proximity to Circulation Workroom, reference, fiction stacks, new books, media, and technical services (for new materials & shipping/receiving).

### **SIGHTLINES:**

The circulation workstations should have sightlines to the entrance, restrooms, self-check, patron hold shelf, patron seating, copier, quiet study rooms, staff workroom and stacks.

### **SPECIAL REQUIREMENTS**

#### **SEATING**

- 1-2 height adjustable stools/chairs for staff workstations

#### **FURNITURE AND EQUIPMENT**

- 2 self check-out stations with receipt printers
- 1-2 height adjustable staff work stations, each with a computer, receipt printer and adjustable ergonomic chair
- Shelving and display for Library of Things (could be on floor or in workroom)
- Cash register
- Mobile shelving for new materials
- Mobile display shelving for themed displays

**TELECOMMUNICATIONS (telephone, data)**

- 4 data drops (2 staff computers, 2 self-check computers)
- 1 telephone
- All computers need Internet, Microsoft office, Evergreen, etc

**STORAGE**

- Storage out of patron reach: 2-4 built in file cabinet drawers and 4 smaller drawers for office supplies

**LIGHTING**

- Bright overhead or wall-sconce lighting
- Lighting in stacks
- Not fluorescent, task lighting at work stations if necessary
- Overhead light and task lighting in tutor rooms

**ACOUSTICS**

- Moderate noise at desk

**FINISHES**

- Natural wood for desks
- Attractive carpeting thick enough to support standing but thin enough for chairs to roll on

**ADDITIONAL NOTES**

No fluorescent lighting

Provide windows all around for natural lighting and plants, space for up to 3 patrons waiting in line.

**NET SQ. FT.:** 450

**NEW BOOKS/BROWSING**

Function: contains display shelving for 200 new volumes, 100 periodicals and a year's worth of back issue storage, and space for *BookPage* and reader's advisory tools.

**OCCUPANCY**

**Patrons:** 4-12 (standing and browsing)

**Staff:** 0

**SEATING:**

- Lounge Seating: 4

**FURNITURE AND EQUIPMENT**

- Mobile shelving for new materials
- Flip top or display/storage for magazines
- Newspaper rack for 6-10 papers and 30 days of newspaper back issues
- Mobile display shelving for themed displays
- 1 wall-mounted iPad OPAC

**TELECOMMUNICATIONS (telephone, data)**

- 1 data drops (OPAC)
- Wi-Fi

**NET SQ. FT.:** 2,590**FICTION STACKS**

The fiction collection for adults includes current bestsellers and a contemporary and retrospective fiction collection that breaks out science fiction/fantasy and mystery genres, a large print collection, and a graphic novel collection, totalling 11,666 volumes at present. Projected growth rate is 23,238 items in the next twenty years; given the amount of digital circulations, the Library is recommending space for 15,000 fiction items.

FORMAT	CURRENT COUNT	ADDED	DELETED	NET	average added per year	20 year projection	20 year projection + current
Fiction	10,736	5,629	2,328	3,153	631	12,612	23,348
Large Type	706	653	368	285	57	1,140	1,846
Graphic Novel	224	151	1	150	30	600	824

**SEATING**

- 2 lounge chairs in fiction stacks

**LIGHTING**

- Bright overhead and wall-sconce lighting
- Lighting in stacks on or above shelves

**TECHNOLOGY (Computers and peripherals)** Specify the number of computers and related equipment.

- 2 OPAC computers (prefer tablets mounted to end-caps of stacks)

**TELECOMMUNICATIONS (telephone, data)**

- 2 data drops (for 2 OPACs)

**FINISHES**

- Metal shelving with wood endcaps with display
- Attractive carpeting thick enough to support standing but thin enough for book trucks to roll on

**ADDITIONAL NOTES:** please see Pinterest board for inspirations:

<https://www.pinterest.com/grafonpublib/library-expansion-ideas/>

**NET SQ. FT.:** 1,580

## A/V & MEDIA STACKS

The media collection includes new videogames, movies on DVD/Blu-Ray and music CD bestsellers and a contemporary and retrospective game collection by platform, video collection sorted by category (Bollywood, Documentary, Anime, feature films, and TV series); and music by genre, as well as kits, equipment and board and card games, totalling 5,298 items at present. Projected growth rate is 8,052 additional items in the next twenty years, or 13,350 items total. Given the popularity of digital circulations, the Library is recommending space for 8,000 media items for adults. A shelf to accommodate print guides to games, music & movies is required, as well.

Format	CURRENT COUNT	ADDED	DELETED	NET	average added per year	20 year projection	20 year projection + current
Audiobook	948	965	442	523	105	2,092	3,040
DVD	2,127	1,138	232	906	181	3,624	5,751
CD	2,152	838	311	527	105	2,108	4,260
A VideoGames	41	36	1	35	7	140	181
A kits/games	20	23	4	19	4	76	96
Equipment	10	4	1	3	1	12	22

## SEATING

-

## LIGHTING

- Bright overhead and wall-sconce lighting
- Lighting in stacks on or above shelves

## TECHNOLOGY (Computers and peripherals)

- 1 OPAC computers (prefer tablets mounted to end-caps of stacks)

## TELECOMMUNICATIONS (telephone, data)

- 1 data drops (for 2 OPACs)

NET SQ. FT.: 801

## Circulation Workroom

Staff answer the phone, manage their emails, process delivery, process holds, make requests on behalf of patrons, enter daily stats, process museum passes and maintain pass records, keep inventory of forms and brochures, request and maintain book club selections, maintain stock of saleable items such as coffee, headphones, zip drives, and resume paper. Ideally, there are also two enclosed spaces for the Circulation Library and Reference Librarian to conduct reviews and confidential meetings.

Each of the circulation staff members should have a “back room” space with a desk, shelving, and drawers that would act as their personal work area. The workroom must have space for group meetings and projects, 40 linear feet of book shelving for professional collection and projects, Locking cabinets for supplies and puppet storage, file cabinets, telephone and internet infrastructure, and a door to access office from both public and

staff space. Ideally, there are also two enclosed spaces for the Head of Circulation and Head of Reference to conduct reviews and confidential meetings.

### **SEATING**

6 staff workstations

### **OCCUPANCY**

**Staff:** 6 staff in office

**Volunteers:** 2 volunteer

### **CASEWORK**

- Each work station should have space for 2 built-in file drawers and 4 two-foot shelves
- Storage out of patron reach: 2-4 built in file cabinet drawers and 4 smaller drawers for office supplies

### **STORAGE**

- Storage behind desk for museum passes, staff information, receipts, etc
- Drawers for office supplies
- Locking desk drawer for purses at each cubby
- Storage in office for some office supplies OR adjacency to technical services

### **ACOUSTICS**

White noise for workroom

### **OTHER CONSIDERATIONS:**

Technical services could work in the Circulation Workroom

### **ADDITIONAL NOTES**

Please see Pinterest board for inspirations:

<https://www.pinterest.com/grafonpublib/library-expansion-ideas/>

**NET SQ. FT.:** 950

## REFERENCE & RESEARCH

### FUNCTION

The Reference area is for study, research, and pursuit of information. Patrons will look up ready reference items and consult with the Reference Librarian(s) at a Help Desk for more in-depth information needs ranging from ready reference to placing holds to assistance with faxing and using the copier, troubleshooting problems with the public computers, manage patron use of computers. The reference area highlights various parts of the collection, and provides displays of use to those seeking current events information and / or draw attention to Library programming.

### OCCUPANCY

**PUBLIC:** 22 seated

**STAFF / VOLUNTEERS** 1-2

### RELATIONSHIPS (to other areas and functions):

- The reference area should be in proximity to the nonfiction stacks; adult services area; printer/copier; reference office; quiet study area; study rooms; local history collection.
- Distant from children's and teen area, lobby, meeting room, fiction stacks & periodical stacks

### SIGHTLINES:

- Excellent visual sightlines to service desks, restrooms, study rooms, and stacks.
- Low shelving and furniture to clearly see the adult circulation area so a person could help when it is busy.
- Clear view of seating for public access computers so staff can see when patrons need help and so patrons know where to go if they need help.

### Reference/Information Help Desk

Patrons come to the desk to register for a library program, ask reference questions, get directions, get research assistance, get reading suggestions, get bibliographic and technological instruction, and more. Staff handle cash to process payments for fines, faxes and printing, and collect funds from the book sale.

### SEATING

- Lounge Seating: 2
- Table Seating:
  - Seating for 18: 6 round tables with 2-4 Windsor chairs (presently own)
  - Seating for 1: 0
- Group Study Rooms    No. Rooms: 1    No. Seats in Each: 6
- Tutoring Rooms        No. Rooms: 2    No. Seats in Each: 2 (one room with table, one with lounge chairs)

### FURNITURE AND EQUIPMENT

- Shelving for the reference collection capable of holding heavy and/or oversized reference materials
- Mobile multimedia workstation for staff
- 12' display space
- 4 x 6 bulletin board
- shelving cart
- printer/scanner/copier

- self-service fax for patrons

## **SPECIAL REQUIREMENTS**

- Natural light would likely improve patron experience.

## **CASEWORK**

-

## **LIGHTING**

- Task lighting on the study tables and in the study rooms would be useful – one lamp per table.
- Bright overhead and wall-sconce lighting
- Lighting in stacks on or above shelves

## **TECHNOLOGY (Computers and peripherals)**

- 2 public access computers for database and research use
- 2 OPACs to search the Library catalog and website
- 1 staff computer with access to the Internet, access to Evergreen and standard software such as Microsoft Office.
- Laptop cart with 10 devices for loan

## **TELECOMMUNICATIONS (telephone, data)**

- Strong wireless access and wireless printing capabilities in whole area would be helpful.
- 1 telephone on staff desk
- 1 internet connection on staff desk
- Electrical outlets placed for optimal flexibility

## **ACOUSTICS**

There may be a need to design the space to keep noise at a minimum if it is determined that the reference area would be a “quiet” zone.

## **FINISHES**

Durable, easy to clean, natural materials.

## **STORAGE**

-

## **OTHER CONSIDERATIONS**

-

**ADDITIONAL NOTES:** please see the Library expansion Pinterest board for inspirations:

<https://www.pinterest.com/grafonpublib/library-expansion-ideas/>

**NET SQ. FT.:** 990

## REFERENCE, MAGAZINE, & NONFICTION STACKS

There are 11,531 items in the nonfiction collections now. Projected collection size with 20 years growth at the current rate is 16,796. Nonfiction includes current and back issues of magazines and newspapers, local history, reference, professional collection of library journals and books plus travel, biography, oversize, and local history items. The collection will likely remain stable or decrease due to the increasing number of resources that are only available as digital items. The Library Administration is recommending space for 2600 magazines & periodicals, 100 reference materials, and 12,000 nonfiction items

Format	CURRENT COUNT	ADDED	DELETED	NET	average added per year	20 year projection	20 year projection + current
A Periodical	987	4362	3568	794	159	3,176	4,163
Reference	378	374	376	(2)	(0)	(8)	370
Nonfiction	10,166	3,774	650	3,124	625	12,496	22,662

## LIGHTING

- Task lighting on the study tables and in the study rooms would be useful – one lamp per table.
- Bright overhead and wall-sconce lighting
- Lighting in stacks on or above shelves

## LOCAL HISTORY COLLECTION

### FUNCTION

The local history area provides storage and access to local history materials in a variety of formats.

### COLLECTION

There are 1,500 items in the local history collection currently. Projected collection size with 20 years growth at the current rate is 2,000 (including in the nonfiction and reference collection. Local history includes current and back issues of *The Grafton News* and other local newspapers, Grafton High School yearbooks, Town reports and directories, microfilm, vital statistics for Grafton and surrounding towns, a small local genealogy collection, books and monographs by Grafton authors, Grafton maps, the Grafton Oral history project, the Blackstone Valley video series, and institutional history, such as library trustee minutes and circulation records. The collection will likely remain stable or decrease due to the increasing number of resources that are only available as digital items. The Library Administration is recommending space for 1,000 items.

## OCCUPANCY

Public: 1

Staff/Volunteers: 1

## ARCHITECTURAL FEATURES

- Locked display for rare & valuable items
- Climate controlled
- Secure
- Access only with staff member



**RELATIONSHIPS (to other areas and functions):**

- The local history collection should be in proximity to the reference collection and nonfiction stacks; adult services area; printer/copier; reference office; quiet study area; study rooms; local history collection.
- Distant from children's and teen area, lobby, meeting room, fiction stacks & periodical stacks.

**SIGHTLINES**

Visible from reference area and centralized printing/photocopying.

**SEATING**

-

**FURNITURE AND EQUIPMENT**

- Shelving for the local history collection must be capable of holding heavy and/or oversized reference materials and housing media and ephemera as well as books. Collapsible or track style shelving is a possibility for this area.
- A four drawer vertical file is required for the Grafton history file.

**SPECIAL REQUIREMENTS:**

- No windows.
- Climate controlled

**CASEWORK**

-

**LIGHTING**

Appropriate for storage collection

**TECHNOLOGY (Computers and peripherals)**

Access to computer with attached Microfilm reader/printer

**TELECOMMUNICATIONS (telephone, data)**

-

**ACOUSTICS****FINISHES**

Durable, easy to clean, natural materials

**STORAGE:**

Compact shelving

**OTHER CONSIDERATIONS**

Climate control is a necessity.

**NET SQ. FT.** 2,030



# CHILDREN'S ROOM

## FUNCTION

The Children's Room is primarily a public space that serves the needs of children age's birth – 12 and their caregivers. The Children's room provides an engaging, ergonomic, whimsical, safe space for children ages birth-12 and their caregivers that includes full circulation and reference services; a browseable multimedia collection with low shelving; attractive displays for new materials, seasonal materials, and themed collections; programming for babies, toddlers, pre-schoolers and elementary age children; coloring and crafting space for passive programming; quiet reading space for solo or co-reading; space for learning through play via a "play corner" with variety of toys, games, dramatic play props, and puzzles; public access to computers, printing, and Wi-Fi; quiet study space with tables for tutoring and homework, access to cutting edge technology; storage space for materials, supplies and equipment required to accomplish departmental goals; and workspace for staff to plan, execute and evaluate programs and services.

## RELATIONSHIPS (to other areas and functions)

The Children's room invites productive, happy, and playful noise so it should be set up in such a way that it doesn't disturb other areas of the library that may have been designated for quiet space. There will also need to be quiet spaces and study spaces within the room that can be shielded from excess noise and disturbances. The Children's Room should be located in close proximity to tween space. If the tween space abuts the Children's Room, there should be a glass wall with transparent barn doors that will allow us to open and close the tween room at will.

Proximity to a private space for nursing mothers or children who may need a quiet or private space to take a break from excess stimulation

Proximity to a family bathroom with changing table and toddler seat and proximity to water fountain at adult/teen and child sized heights

## SIGHTLINES

Sightlines in the children's room are vital. Shelving should be shorter to accommodate younger patrons and increase line of sight. Shelving should be face out with ample display space, face out bins should be used for picture book and easy readers.

## ACOUSTICS

The Children's Room is full of productive, happy, and playful noise. It will need to accommodate varying noise levels. Ideally, there will be places where dramatic and energetic play is encouraged; there should also be areas that will accommodate studying, reading, and tutoring without the distraction of excess noise. Noise barriers may be needed.

## FINISHES

Durable, easy to clean, natural materials. The colors should be fun and inviting for children and caregivers and give a clear sense of this being "their" space. A New England forest/ woodland theme is preferred throughout.

The Children's Room can be divided into five sections:

1. Help Desk
2. Preschool Learning Area
3. Elementary Collection & Homework Center

4. Program Room
5. Staff Workroom

## Children's Room Help Desk

The Help Desk should accommodate 2 staff members at one or two workstations. The help desk is for materials check out and return, issuing library cards, program signups, and research and reference assistance. Staff may work on projects in down time between patrons.

### FURNITURE & EQUIPMENT

- Low desk to allow young patron to be able to easily interact with staff
- Enclosed book return drop
- Ample space to check out materials and interact with families
- Space for short term staff projects
- Space for carts that will house books to be returned, delivery materials, and other on-going collection projects

### TECHNOLOGY

- 2 staff computers at an adjustable height sitting/standing desk
- 2 receipt printers
- network printer
- 2 telephones

### CASEWORK

- Built in display for children's collections and library marketing

## Preschool Learning Area

### OCCUPANCY

Public: 20

Staff: 0

### SEATING

- Table Seating: 2 tables with 4 chairs for a total of 8 seats (4 small child, 2 medium child, 2 adult)
- Lounge Chairs: 4 in a mix of 2 child, 2 adult sizes, and 2 floor (bean bags/floor cushions: 2), 1 rocker

### BOARD, PICTURE BOOK & TOY COLLECTIONS

There are 3,989 items in the children's board and picture book collections currently. Projected collection size with 20 years growth at the current rate is 7044 items, or 11,033 total items. The collection size will likely remain stable; recommending space for 11,000 items.

FORMAT	CURRENT COUNT	ADDED	DELETED	NET	average added per year	20 year projection	20 year projection + current
Juv Board Book	493	503	191	312	62	1,248	1,741
Juv Picture	3,496	2120	671	1,449	290	5,796	9,292

## **FURNITURE & EQUIPMENT**

- Felt wall and white board magnetic wall
- Sensory wall
- LEGO wall
- Dramatic play space with play house
- Puppet theatre
- Dollhouse
- Play kitchen
- 12 linear feet of storage for toys

## **CASEWORK**

- Window seating with cushions and storage below

## **TECHNOLOGY**

- 2 AWE Early Learning Station tablets (tethered at workstation with task chair)

## **STORAGE**

- Cubbies for coats, bags, boots & other items
- Bins for toys, puzzles, etc
- Stroller parking 20'

## **OTHER CONSIDERATIONS**

Although children's books are small and thin, we have calculated square footage based on face out browsing bins for board and picture books, and some face out display for graphic novels, at a rate of 10 books per square foot.

## **ADDITIONAL NOTES**

Please see Pinterest board for Children's Room inspirations:

<https://www.pinterest.com/grafonpublib/library-expansion-childrens-room-ideas/>

**NET SQ. FT.** 1,732

## **Children's Room: Elementary Collection and Homework Center**

**FUNCTION:** The Elementary Collection and Homework Center is dedication to academic and recreational reading. The space houses the print and electronic resources for school-age children, and provides space for individual reading and reflection, one-on-one tutoring, group projects, and space to sit and use a Library laptop or tablet.

## **OCCUPANCY**

**Public:** 20 seated, up to 10 browsing

**Staff:** 0

## **COLLECTIONS**

There are 11,205 items in the children's beginning reader, chapter book, nonfiction and media collections currently: 9,868 print and 1,337 media and kits. Projected collection size with 20 years growth at the current

rate is 21,748 additional items, or 32,953 total items, and 27, 620 print, 5,333 media and kits. Due to the increasing digital nature of print, and the growth of kits and equipment, the Library administration is suggestion collection space for 8,000 nonfiction and reference, 10,000 fiction, and 6000 media items, for a total of 24,000 items for elementary school aged youth.

FORMAT	CURRENT COUNT	ADDED	DELETED	NET	average added per year	20 year projection	20 year projection + current
J Magazine	193	358	199	159	32	636	829
Juv Reference	77	74	105	(31)	(6)	(124)	(47)
Juv Nonfiction	4,869	2720	655	2,065	413	8,260	13,129
Juv Audiobook	280	201	5	196	39	784	1,064
Juv CD	132	736	2	734	147	2,936	3,068
Juv DVD	790	73	126	(53)	(11)	(212)	578
J Kits & board games	35	93	1	92	18	368	403
J VideoGames	100	33	3	30	6	120	220

#### SEATING

- Table Seating: 2 tables with 4 chairs for a total of 8 seats (4 medium child, 4 adult)
- Lounge Chairs: 4 in a mix of 2 small child, 2 medium child, 2 adult sizes, and 2 floor (bean bags/floor cushions: 2) for a total of 8 seats
- Tutoring Rooms: No. Rooms 2 No. Seats in Each 2 (one room with table, one with lounge chairs) for a total of 4 seats

#### TECHNOLOGY

- 1 AWE After School Edge tablets (tethered at workstation with task chair)
- 1 wall mounted iPad with library catalog (OPAC)
- 1 Mac computer
- Laptop cart with 10 public laptop computers
- Public printer/copier

#### ACOUSTICS

- Sound absorption panels in walls and ceiling to lessen noise from room.
- Soundproofing in study rooms

#### OTHER CONSIDERATIONS

**ADDITIONAL NOTES:** please see Pinterest board for Children's Room inspirations:  
<https://www.pinterest.com/grafonpublib/library-expansion-childrens-room-ideas/>

**NET SQ. FT.** 2,686

## **Children's Program Room**

### **FUNCTION**

The Children's Program Room provides a separate space for programs for youth and their caregivers. The separate space allows the participants to focus on the presentation free from distraction, and contains the noise and disruption of the program. Typical programs include storytime, family movie night, and parent workshops. Activities include writing, crafts, lectures, music and movement, gaming, movie showings, and multimedia presentations for audiences of 12-50 people.

### **OCCUPANCY**

**Public:** 36 seated, 50 standing

**Staff:** 1-2 seated/standing

### **COLLECTIONS**

- Program copies of books, 20 linear feet

### **FURNITURE AND EQUIPMENT**

- 6 tables to seat 6
- Storytime "throne" or rocker
- Feltboard/whiteboard easel
- CD player

### **TECHNOLOGY (Computers and peripherals)**

- Smartboard
- Ceiling mounted projector
- Automatic projector screen
- Built-in speakers/sound system

### **CASEWORK**

- Counter and locking cabinets running length of room
- 2 child height sinks
- 1 adult height sink
- Window seating with cushions and storage below
- Picture rail for children's artwork

### **LIGHTING**

- Natural lighting
- Windows with screens to soften bright daylight
- Overhead lighting with dimmer for movies and gaming
- Gallery style lighting for artwork/display on wall
- Motion sensor to turn on lights when the room is entered, with sensor located in an easily accessed area to reactivate when lights go out

### **ACOUSTICS**

- Sound absorption panels in walls and ceiling to lessen noise from programs.

- Sound system for movie and gaming programs

## **FINISHES**

- Children's program room should be half carpet and half tiled for easy craft clean up.

## **STORAGE**

- Craft and supply storage – 300 linear feet
- Puppet storage 12 linear feet
- Technology storage 20 linear feet
- Storage for 6 2' x 6' craft tables and 36 chairs

## **SPECIAL REQUIREMENTS**

- Natural light
- Zoned heat
- Observation window for caregivers

## **OTHER CONSIDERATIONS**

The space could also accommodate teen/tween programs.

The space could be additional quiet study if not in use for library programs.

**ADDITIONAL NOTES:** please see Pinterest board for Children's Room inspirations:  
<https://www.pinterest.com/grafonpublib/library-expansion-childrens-room-ideas/>

**NET SQ. FT.** 805

## **Youth Services Staff Workroom**

### **FUNCTION**

In this space, staff answer the phone, work on the digital branch, manage their emails, develop the collection, enter daily stats, request and maintain summer reading selections, and plan, test and evaluate crafts/programs. Ideally, there are also two enclosed spaces for the Circulation Librarian and Reference Librarian to conduct reviews and confidential meetings.

Each of the youth services staff members should have a "back room" space with a desk, shelving, and drawers that would act as their personal work area. The workroom must have space for group meetings and projects, 40 linear feet of book shelving for professional collection and projects, Locking cabinets for supplies and puppet storage, file cabinets, telephone and internet infrastructure, and a door to access office from both public and staff space. Ideally, there are also two enclosed spaces for the Teen Librarian and Children's Librarian to conduct reviews and confidential meetings.

### **RELATIONSHIPS (to other areas and functions)**

Workspaces for children's room staff must be located in proximity to the youth services space.

### **SIGHTLINES**

Interior windows or glass panels will be used to allow for sight lines from staff spaces.



## **FURNITURE & EQUIPMENT**

- 6 workstations with task chairs, 6' of bookshelf and 2 file cabinet drawers, with standing and seating work options
- A large workspace island on casters for large projects and additional storage
- Staff printer/copier/scanner
- Bookshelves for professional collection: 150'

## **LIGHTING**

- Natural lighting
- Windows with screens to soften bright daylight
- Motion sensor to turn on lights when the room is entered
- Sensor located in an easily accessed area to reactivate when lights go out

## **CASEWORK**

Children's room shelving will need to accommodate various collections with room for growth. Ideally, built in furniture in the public space would be kept to a minimum so the room could be more versatile.

## **FINISHES**

Durable, easy to clean, natural materials

Flooring in the workroom should match finishes in other office spaces.

## **STORAGE**

- Cabinetry for office supplies
- Storage for summer reading titles and duplicate copies of books that are not part of the main collection.

## **SPECIAL REQUIREMENTS**

## **OTHER CONSIDERATIONS**

The Teen Librarian's work space could be housed in the Youth Services Workroom

## **ADDITIONAL NOTES**

Please see Pinterest board for staff work space inspirations:

<https://www.pinterest.com/grafonpublib/library-expansion-ideas>

**NET SQ. FT. 950**

# TEEN ROOM

## FUNCTION

The Teen Room is a public space that will house the teen print and multimedia collection and serve the needs of teens in grades 6-12. The space should provide quiet study space with tables for tutoring and homework; a variety of comfortable seating for individuals and groups for gaming, studying, reading, and hanging out; a staff workstation for assistance, a self-check-out station; space for carts that will house book to be shelved and other collection projects; a large screen TV with multiple gaming consoles that can be played anytime and a craft/maker table with lots of storage for small programs, passive programs, or working on projects.

## OCCUPANCY

**Patrons:** 26 seated, up to 10 browsing

**Staff/Volunteers:** 1-4

## RELATIONSHIPS (to other areas and functions)

The Teen Room should be separate from the Children's Room. Teens should not have to go through the Children's Room to access the Teen Room.

Proximity to restrooms.

## SIGHTLINES

The Teen Room should feel open and not have any areas that are especially "private."

## COLLECTIONS

There are 3,603 items in the young adult print, media and kit collections currently: 3,355 print and 248 media and kits. Projected collection size with 20 years growth at the current rate is 7,932 additional items, or 11,535 total items: 10,395 print, and 1,140 media and kits. Due to the increasing digital nature of print, and the growth of kits and equipment, the Library administration is suggestion collection space for 6,000 print for YA, 2,000 for tween, and 2,000 media items, for a total of 10,360 items for teens and tweens.

FORMAT	CURRENT COUNT	ADDED	DELETED	NET	average added per year	20 year projection	20 year projection + current
YA Magazine	8	62	61	1	0	4	12
YA Fiction	2,203	1648	628	1,020	204	4,080	6,283
YA Graphic Novel	204	150	30	120	24	480	684
Manga	880	661	73	588	118	2,352	3,232
YA Comic	60	31	-	31	6	124	184
YA Audiobook	60	32	10	22	4	88	148
YA CD	5	6	-	6	1	24	29
YA DVD	52	52	-	52	10	240	292
YA VideoGames	126	117	-	117	23	468	594
YA Kit	5	20	2	18	4	72	77

## **SEATING**

- Table Seating: 2 cafe tables with 2 chairs, 1 booth for 4 for a total of 8 seats
- Lounge Chairs: 8 in a mix of 1 couch, 2 armchairs, 2 game rockers, 2 floor (bean bags/floor cushions) for a total of 8 seats
- Group Study Rooms: No. Rooms 1 No. Seats in Each 6
- Tutoring Rooms: No. Rooms: 2 No. Seats in Each: 2 (one room with table, one with lounge chairs)

## **FURNITURE AND EQUIPMENT**

- Adjustable height desk for teen librarian with full visibility of whole room
- Furniture should be easy to move and rearrange
- End caps should have shelving for book displays
- Wide shelving/bin shelving for games and equipment
- Durable craft table with stools
- Wall mounted flat screen TV
- Secure case/drawer for gaming consoles and DVD player
- Laptop cart with 10 devices

## **CASEWORK**

- Craft table
- Built in display for teen collections and library marketing

## **TECHNOLOGY (Computers and peripherals) Self-check station**

- Teen reference/circ computer
- Huge flat screen TV in main teen space with multiple gaming consuls and DVD player that can be accessed by teens anytime
- Sound system for TV and throughout building for movies, music, and announcements
- 2 Mac desktops and 10 laptops for teen/tween use
- 2 3-D printers
- 2 TV monitors or computer monitors to display upcoming programs or photos
- 1 wall mounted iPad OPAC

## **TELECOMMUNICATIONS (telephone, data)**

- 1 staff phone on desk
- Wi-Fi
- Self-check (wired)

## **LIGHTING**

- Natural lighting
- Windows with screens to soften bright daylight
- Task lighting on tables
- Motion sensor to turn on lights when the room is entered
- Sensor located in an easily accessed area to reactivate when lights go out

## **ACOUSTICS**

- Sound proofing and sound absorption panels.

- Fully enclosed room but not a “fishbowl”
- Sound system for music and gaming

## **FINISHES**

The Teen Room should feel like it is part of the overall library, but also its own space.

## **STORAGE**

- Storage for gaming equipment
- Storage for kits
- Summer reading / duplicate copy storage in youth services workroom
- Program supplies in program room

## **SPECIAL REQUIREMENTS**

The size of the Teen/Tween Space should be comparable to the Children’s Room.

Furniture must accommodate a wide range of body sizes, as 12-18 is hugely varied.

Space should be unwelcoming to adults by design.

Teen/tween input is mandatory.

## **OTHER CONSIDERATIONS**

- There should be many book display spaces. The new items need to be in a separate and highly visible area. There should also be areas to feature special displays that change monthly
- Wall space for teens to display their art
- Display space for collections and marketing
- Magnetic whiteboard wall
- Wall space for posters
- All seating should be comfortable, not just look good.

**ADDITIONAL NOTES:** please see Pinterest board for teen space inspirations:

<https://www.pinterest.com/grafonpublib/library-expansion-ideas/>

**NET SQ. FT.:** 1,810

## **TWEEN ROOM**

### **FUNCTION**

The Tween Room is a public space that will house the tween and serve the needs of tweens in grades 4-8. The space should provide tables for group projects and homework, a variety of comfortable seating for individuals and groups for gaming, studying, reading, and hanging out, and a large screen TV with multiple gaming consoles that can be played anytime.

### **OCCUPANCY**

**Patrons:** 10 seated, 10 browsing

**Staff/Volunteers:** 1

### **RELATIONSHIPS (to other areas and functions)**

Proximity to Teen Room and Children's Room – a "bridge" between the two.

### **SIGHTLINES:**

The Tween Room should feel open and not have any areas that are especially "private."

### **COLLECTIONS**

Space for growth to 2,000 books, 800 media items and 200 magazines.

### **SEATING**

- Table Seating: 1 booth for 4 for a total of 4 seats
- Lounge Chairs: 4 in a mix of 1 couch, 2 armchairs, 2 floor cushions or rockers for a total of 6 seats

### **FURNITURE AND EQUIPMENT**

- Furniture should be easy to move and rearrange
- End caps should have shelving for book displays
- Wide shelving/bin shelving for games and equipment
- Durable craft table with stools
- Wall mounted flat screen TV
- Secure case/drawer for gaming consoles and DVD player
- Laptop cart with 10 devices

### **CASEWORK**

-

### **TECHNOLOGY (Computers and peripherals)**

- Huge flat screen TV in main tween space with multiple gaming console and DVD player that can be accessed by tweens anytime
- Sound system for TV and throughout building for movies, music, and announcements
- 1 wall mounted iPad OPAC

### **TELECOMMUNICATIONS (telephone, data)**

- Wi-Fi

## **LIGHTING**

- Natural lighting
- Windows with screens to soften bright daylight
- Task lighting on tables
- Motion sensor to turn on lights when the room is entered
- Sensor located in an easily accessed area to reactivate when lights go out

## **ACOUSTICS**

- Sound proofing and sound absorption panels.
- Fully enclosed room but not a “fishbowl.”
- Sound system for music and gaming.

## **FINISHES**

The Tween Room should feel like it is part of the overall library but also its own space.

## **SPECIAL REQUIREMENTS**

Furniture must accommodate a wide range of body sizes, as 10-14 is hugely varied.

Space should be unwelcoming to adults by design.

Teen/tween input is mandatory.

## **OTHER CONSIDERATIONS**

- There should be many book display spaces. The new items need to be in a separate and highly visible area. There should also be areas to feature special displays that change monthly
- Wall space for tweens to display their art
- Display space for collections and marketing
- Magnetic whiteboard wall
- Wall space for posters
- All seating should be comfortable, not just look good.

## **ADDITIONAL NOTES**

Please see Pinterest board for teen space inspirations:

<https://www.pinterest.com/grafonpublib/library-expansion-ideas/>

**NET SQ. FT. 825**

# TECHNICAL SERVICES

## FUNCTION

Technical Services is a staff-only area for receiving and processing materials, mending and recataloging, and shipping and receiving. Staff process/provide new materials in a timely manner; clean and repair library materials that have longevity; access library and office supplies; and process accounts payable/receivables.

## RELATIONSHIPS (to other areas and functions)

Proximity to Circulation workroom.

Proximity to egress for shipping/receiving.

Area should be removed from quiet areas, as processes can be noisy.

## SIGHTLINES

Windows and window in locking door

## OCCUPANCY

**Patrons:** 0

**Staff/Volunteers:** 2-4

## SEATING:

- Table Seating: 2 stools
- Lounge Seating: 2 armchairs

## COLLECTIONS

Professional collection – 12 linear feet

Space to process up to 500 items

## FURNITURE AND EQUIPMENT

- 2 desks with task chairs
- Large work table, cafe height, for standing or sitting at on tall stools
- Paper shredder
- CD cleaner

## CASEWORK

- Counters and cabinets along walls
- Shelving along walls for new materials and items awaiting mending, repair and recataloging
- Sink

## LIGHTING

- Natural lighting
- Windows with screens to soften bright daylight
- Bright overhead lighting
- Lighting under cabinets to illuminate counter work surfaces
- Task lighting on desks
- Motion sensor to turn on lights when the room is entered
- Sensor located in an easily accessed area to reactivate when lights go out

**TECHNOLOGY (Computers and peripherals)** Specify the number of computers and related equipment.

- 2 computers
- 2 barcode scanners
- 2 label printers
- 1 staff printer/scanner

**TELECOMMUNICATIONS (telephone, data)**

- 2-4 Internet connections
- 2 telephones (1 per desk)

### **ACOUSTICS**

Some noise barriers/sound reduction materials. Noise from deliveries, opening cartons of materials, disc-cleaning machine, label maker.

### **FINISHES**

- Durable, easy to clean, natural materials
- Carpeting that is easy to roll over
- Smooth countertops

### **STORAGE**

- Storage for office supplies: cases of paper, folders, pens, toner/ink
- Storage for processing materials: book covers, hanging bags, media cases
- Storage for staff personal belongings: tall coat closet with hooks, boot rack, hat shelf, etc.
- Storage for bills/bookkeeping – 2 file cabinets / 8-10 drawers
- Shelving all around room

### **OTHER CONSIDERATIONS**

Excellent lighting for detail work is imperative.

### **SPECIAL REQUIREMENTS**

- Natural light
- Good ventilation (solvents, glue ,disc cleaner smells)
- Sound proofing or sound reduction materials
- Flat, smooth, clutter-free surfaces
- Recycling area with large bins
- Space to store up to 6 book carts for projects

### **ADDITIONAL NOTES**

Space should include shipping and receiving.

**NET SQ. FT.:** 681



## **ADMINISTRATIVE OFFICE**

### **FUNCTION**

The Administrative Office is a staff area that houses administrative staff, including the Library Director (35 hours a week) and one assistant (20-35 hours a week). Space for growth might include a desk for a bookkeeper and accounting files (one 4-drawer file cabinet). A separate reception area to receive guests outside of the Director's office is required.

The Director and assistant(s) work at laptop(s) connected to the Town Ethernet, town employee drive, and staff shared network, and can log onto the wireless for remote printing as well.

Personnel files are retained in the administrative office, along with the Director's projects: grants, long range plan, community events, Board of Library Trustee business, vendor files, and some institutional history. The Director has an inbox, outbox, a small professional collection, a bulletin board, and office supplies.

Generally, the Director doesn't use the staff room, leaving it for staff. A hospitality counter with a sink and electrical outlets is ideal.

Activities include:

- making phone calls;
- working on the laptop to read, write and plan;
- meeting with more than one staff member at a time;
- conducting annual reviews and goal setting meetings;
- Meeting with volunteers, Friends, Trustees, donors, concerned visitors, vendors and others  
Some of the conversations, such as related to personnel or patron accounts, require privacy, confidentiality or discretion.

### **OCCUPANCY**

**Patrons:** 0

**Staff/Volunteers:** 3 who work in the space; up to 6 for discussions/meetings

### **RELATIONSHIPS (to other areas and functions):**

- Proximity to other staff workspace
- Proximity to study rooms for oversight

### **SIGHTLINES:**

- Proximity to study rooms and a restroom
- The area outside of the director's office could house historical maps and documents, or gallery space, or quiet study.

### **SPECIAL REQUIREMENTS:**

- Reception area for visitors to sit until the Admin staff is available to meet.
- Separate area from administrative assistant(s) with closing door
- Large bulletin board and smart board or white board
- Task seating as well as small conference space

**SEATING:**

- Table Seating: 4
- Lounge Chairs: 1 loveseat in Director's Office, 2 armchairs in Reception.

**COLLECTIONS**

- Professional collection of 24 volumes and a various magazines/catalogs
- Institutional history of 12 linear feet

**CASEWORK**

- Hospitality counter - salvaged marble, wood and sink from the staff kitchen/ladies room is acceptable.

**FURNITURE AND EQUIPMENT**

- Director's desk and credenza (currently have) and task chair
- Full sized desk for administrative assistant, and task chair
- Cabinetry/shelving for the assistant and her projects
- 50-60 linear feet of shelving
- 16 file drawers
- 2 floor lamps
- 2 desk lamps
- Lighting on/over shelving
- 2 comfortable chairs for guests in director's office
- 2 comfortable chairs for guests in reception
- Table for large projects and meetings
- 4 seats for conferences/meetings

**LIGHTING**

- Natural lighting
- Window
- Screen to soften bright daylight
- Motion sensor to turn on lights when the room is entered
- Sensor located in an easily accessed area to reactivate when lights go out

**TECHNOLOGY (Computers and peripherals)**

- 2-3 Laptops
- 1 Private dedicated printer for confidential documents
- Admin fax line

**TELECOMMUNICATIONS (telephone, data)**

- Network cabling OR private Staff/Town Wi-Fi with remote access
- 1 telephone
- 1 all-in-one printer/copier/scanner/fax machine with dedicated office fax #

**ACOUSTICS**

- White noise

**FINISHES**

Durable, easy to clean, natural materials

**STORAGE**

- Storage for institutional history items and Board of Trustee items
- File storage – 12 drawers of cabinets in office
- Closet with hat, coat, boot storage
- Closet for office supplies

**OTHER CONSIDERATIONS****ADDITIONAL NOTES**

**NET SQ. FT.** 730

## **STAFF ROOM / KITCHEN**

### **FUNCTION**

This staff-only space serves as a place for staff and volunteers to take mandated breaks during their scheduled shifts. Breaks might range in time from 15-60 minutes. The staff room is a place to securely store personal belongings, prepare and eat a meal, and store food and dishes. Staff may also use the washroom, read, use a computer, and/or make a personal call. This staff area may also contain sanitizing/disinfecting appliances such as dishwasher and washer/dryer.

### **OCCUPANCY**

**Patrons:** 0

**Staff/Volunteers:** 6-8

### **RELATIONSHIPS (to other areas and functions)**

Proximity to other staff workrooms

Proximity to staff restroom with a shower

### **SIGHTLINES:**

-

### **SPECIAL REQUIREMENTS:**

- Space for 4-6 staff to sit at a table and eat
- Comfortable lounge seating to relax and read or use a laptop
- Kitchen and cleaning appliances

### **SEATING:**

- Table Seating: 10
- Lounge Chairs: 1 couch, 2 lounge chairs or equivalent soft lounge seating for 3-5

### **COLLECTIONS**

- Bookshelf for advance reader copies/book swap
- Magazine rack for catalogs and takeout menus

### **CASEWORK**

- Kitchen counters and storage for hospitality items
- Cubbies or lockers for 16 employees

### **FURNITURE AND EQUIPMENT**

- Stove
- Microwave
- Refrigerator
- Dishwasher
- Sink with disposal
- Washing machine and dryer
- 2 4x6 Bulletin boards
- 16 staff mailboxes

**LIGHTING**

- Natural lighting
- Windows
- Screen to soften bright daylight
- Motion sensor to turn on lights when the room is entered
- Sensor located in an easily accessed area to reactivate when lights go out
- Task light on table
- Floor light for reading in lounge chair(s)

**TECHNOLOGY (Computers and peripherals)**

- 1 Laptop
- 1 telephone
- Wireless access
- Flat screen cable/smart TV
- radio

**TELECOMMUNICATIONS (telephone, data)**

- Network cabling OR private Staff/Town Wi-Fi with remote access
- 1 telephone
- Cable wiring

**ACOUSTICS**

- White noise

**FINISHES**

Durable, easy to clean, natural materials

**STORAGE**

- Closet with space for 10-20 coats, boot storage, & hat shelf
- Cabinetry to house hospitality items, plates, utensils, and serving accessories including full service of Grafton Public Library china for 20.

**OTHER CONSIDERATIONS**

Access to egress to outside is preferred.

**ADDITIONAL NOTES:**

**NET SQ. FT.** 691

### Summary of Estimated Space Needs with seating by type\*

Library Name: Grafton Public Library  
Date: 6-8-2016

Area Name	Estimated Size (sq ft)	Collection						Reader Seats			
		Volumes	A/V Materials	Periodicals	Public Computers	Staff Computers	OPACs	Lounge Seats	Table Seats	Total Reader Seats	Program Seats
Entrance/Lobby	200	0	0	0	0	0	0	4	0	4	0
Circ Help Desk	301	10	0	0	0	2	0	0	0	2	0
Circ Workroom	950	400	100	0	0	6	0	0	0	3	0
Automated Sort	200	0	0	0	0	0	0	0	0	0	0
Self-Check(s)	150	0	0	0	5	0	0	0	0	0	0
Photocopier(s)	100	0	0	0	0	0	0	0	0	0	0
Browsing/New	2590	200	100	1600	0	0	1	4	0	6	0
A/V Materials	801	10	8,000	0	0	0	1	0	0	0	0
Reference	840	100	0	0	2	1	1	2	18	18	0
Adult Nonfiction	1280	12000	0	0	0	0	1	2	0	2	0
Adult Fiction	1580	15000	0	0	0	0	0	2	0	2	0
Local History	750	1000	100	400	0	0	0	0	0	0	0
Teen	1810	6000	1200	240	2	1	1	7	8	17	0
Tween	825	2000	600	120	0	0	1	6	4	10	0
Children's Room											0
Service Desk	300	0	0	0	0	2	0	0	0	2	0
Preschool Area	1732	10,000	0	48	2	0	0	9	8	16	0
School-Age Area	2636	16,000	0	144	2	0	1	8	8	18	0
Program Room	415	150	0	0	0	0	0	1	0	1	36
Media	600	0	6,000	0	0	0	0	0	0	0	0
Storage	380	200	0	0	0	0	0	0	0	0	0
Office/Workroom	950	0	0	0	0	6	0	0	0	6	0
Meeting Room(s)*	650	0	0	0	0	0	0	1	0	0	60
Community Kitchen	200	0	0	0	0	0	0	0	0	0	0
Mtg Room Storage	200	0	0	0	0	0	0	0	0	0	0
Quiet Study Room(s)	630	0	0	0	0	0	0	0	21	12	0
Group Study Room(s)	420	0	0	0	0	0	0	6	6	12	0
Director's Office	429	120	10	24	0	1	0	2	4	7	0
Admin Office	321	10	0	0	0	1	0	2	0	3	0
Technical Services	581	500	50	0	0	2	0	2	2	6	0
Delivery/Receiving	100	0	0	0	0	0	0	0		0	0
Custodial Workrm	150	0	0	0	0	1	0	0	0	1	0
Server Room	150	0	0	0	0	1	0	0	0	1	0
Staff Break Room	691	10	0	0	0	1	0	5	10	15	0
Friends/Book Sale	650	2000	100	0	0	0	0	2	2	4	0
		Total Vols	Total A/V	Total Periodicals	Total Public Computers	Total Staff Computers	Total OPACs	Total Lounge Seats	Total Table Seats	Total Reader Seats	Total Program Seats
Total Net SF	24562	65710	16260	2576	43	25	7	65	91	168	96
30% Unassignable A	32749	Total Items		84546							
Total Estimated Gro:	32749										

**\*Seating guide**

Lounge Seats:	Includes all soft seats, including sofas, loveseats, and easy chairs
Table Seats:	Includes all upright chairs and stools normally used at a table or counter
Program Seats:	Includes all seats in public areas that are not available for open access use, such as meeting room chairs. Includes group study rooms that are normally reserved
	Does not include "quiet study" rooms or areas that have open access
Notes about seating:	typical everyday setup
	Please count each chair only once
	OPACS should be wall/shelf mounted and do not require additional furniture.
	Groups of 10 public internet computers & meeting/staff room laptops do not require additional seating
	Do not count computer chairs as seats unless one workstation has more than one chair. If so, count only the extra seat(s) as table seats

Notes	Equip	Collecti ons: 10 vol/ sq	Periodi cals * 1.5	A/V Media	Lounge seating : 40 sq	Task/T able Seating	Public comput er * 30	Meetin g Room Seats *	Staff workst ation *	Storage	Other
2 benches, self-check	200	0	0	0	160	0	0	0	0	40	
2 stools		1	0	0	0	0	0	0	300		
4 task chairs		40	0	10	0	0	0	0	900		
		0	0	0	0	0	0	0	0		
no chair		0	0	0	0	0	150	0	0		
copier & equip	100	0	0	0	0	0	0	0	0		
4 armchairs		20	2400	10	160	0	0	0	0		
		1	0	800	0	0	0	0	0		
6 tables 2-4 chairs each		10	0	0	80	540	60	0	150		
2 armchairs		1200	0	0	80	0	0	0	0		
2 armchairs		1500	0	0	80	0	0	0	0		
4 vertical files	40	100	600	10	0	0	0	0	0		
1 loveseat 2 rockers, 2 lounge, 2		600	360	120	280	240	60	0	150		
2 armchairs, 2 rockers, 2 booths		200	180	60	240	120	0	0	0	25	
laptop cart, photocopier/printer		0	0	0	0	0	60	0	50		
task chairs		0	0	0	0	0	0	0	300		
2 child armchairs, 1 loveseat, 1		1000	72	0	360	240	60	0	0		
1 loveseat, 2 armchairs, 2 rockers		1600	216	0	320	240	60	0	200		
1 throne, 36 stackable		15	0	0	40	0	0	360	0		
		0	0	600	0	0	0	0	0		
30		20	0	0	0	0	0	0	0	360	
6 task chairs, copier	50	0	0	0	0	0	0	0	900		
60 stackable, piano, lectern		0	0	0	0	0	0	600	0	0	50
appliances, counter, cabinets		0	0	0	0	0	0	0	0	200	
		0	0	0	0	0	0	0	0	200	
6 seats in 2 rooms		0	0	0	0	630	0	0	0		
6 armchairs, 3 tables for 2		0	0	0	240	180	0	0	0		
1 loveseat, 1 task, table for 4		12	36	1	80	120	0	0	150	30	
2 armchairs, 1 task		1	0	0	80	0	0	0	150	90	
2 task chairs, 6 book carts, 2 file		50	0	5	80	60	0	0	300	86	
space for 10 2x3 crates, stacked		0	0	0	0	0	0	0	100		
1 task chair		0	0	0	0	0	0	0	150		
1 stool		0	0	0	0	0	0	0	150		
2 arm, 1 couch, 3 tables for 4		1	0	0	200	300	0	0	150	40	
2 armchairs, 2 tables for 2		200	200	10	80	60	0	0	0	100	
<b>TOTAL:</b>		6571	3864	1626	2600	2730	1290	960	3750		



I-Type	CURRENT COUNT	ADDED	DELETED	NET	average added per year	20 year projection	20 year projection + current
<b>ADULT</b>							
A Periodical	987	4362	3568	794	159	3,176	4,163
Reference	378	374	376	(2)	(0)	(8)	370
Nonfiction	10,166	3,774	650	3,124	625	12,496	22,662
Fiction	10,736	5,629	2,328	3,153	631	12,612	23,348
Large Type	706	653	368	285	57	1,140	1,846
Graphic Novel	224	151	1	150	30	600	824
Audiobook	948	965	442	523	105	2,092	3,040
DVD	2,127	1,138	232	906	181	3,624	5,751
CD	2,152	838	311	527	105	2,108	4,260
A VideoGames	41	36	1	35	7	140	181
Adult kits & board games	20	23	4	19	4	76	96
Equipment	10	4	1	3	1	12	22
<b>JUVENILE</b>							
J Magazine	193	358	199	159	32	636	829
Juv Reference	77	74	105	(31)	(6)	(124)	(47)
Juv Nonfiction	4,869	2720	655	2,065	413	8,260	13,129
Juv Board Book	493	503	191	312	62	1,248	1,741
Juv Picture	3,496	2120	671	1,449	290	5,796	9,292
Beginner Reader	1171	701	396	305	61	1,220	2,391
Juv Fiction	3,242	2586	954	1,632	326	6,528	9,770
Juv Graphic	316	317	9	308	62	1,232	1,548
Juv Audiobook	280	201	5	196	39	784	1,064
Juv CD	132	736	2	734	147	2,936	3,068
Juv DVD	790	73	126	(53)	(11)	(212)	578
J Kits & board games	35	93	1	92	18	368	403
J VideoGames	100	33	3	30	6	120	220
<b>YA</b>							
YA Magazine	8	62	61	1	0	4	12
YA Nonfiction	441	317	34	283	57	1,132	513
YA Fiction	2,203	1648	628	1,020	204	4,080	6,283
YA Graphic Novel	204	150	30	120	24	480	684
Manga	880	661	73	588	118	2,352	3,232
YA Comic	60	31	-	31	6	124	184
YA Audiobook	60	32	10	22	4	88	148
YA CD	5	6	-	6	1	24	29
YA DVD	52	52	-	52	10	240	292
YA VideoGames	126	117	-	117	23	468	594
YA Kit	5	20	2	18	4	72	77
<b>TOTAL</b>	<b>46,746</b>	<b>26,938</b>	<b>7,843</b>	<b>14,811</b>	<b>2,962</b>	<b>75,924</b>	<b>122,597</b>


<b>ADULT PRINT NF (Mag, Ref, NF, Biog, YA NF, YA Biog)</b>							
16,796	27,708						
<b>ADULT PRINT FIC (Fiction, LT, Graphic, genre)</b>							
14,352	26,018						
<b>ADULT MEDIA (Audio, DVD, CD, Games, Kits, Equip)</b>							
8,052	13,350						
<b>TOTAL ADULT:</b>							
39,200	67,076						
<b>PRESCHOOL (board, jPic)</b>							
7,044	11,033						
<b>EARLY ELEM/HOMEWORK (Mag, EZ, jFic, jNF, jRef)</b>							
17,752	27,620						
<b>MEDIA (jAudio, DVD, CD, Game, kits)</b>							
3,996	5,333						
<b>TOTAL JUVENILE:</b>							
28,792	43,986						
<b>YA PRINT TOTALS (YA Fic, Graphic, Manga, Comics, Mags)</b>							
7,040	10,395						
<b>YA MEDIA TOTALS</b>							
892	1,140						
<b>TOTAL YA:</b>							
7,932	11,535						
<b>TOTAL:</b>							
75,924	122,597	-					

If the Board is in agreement, the Board will vote to appoint Cyndi Zarriello as a Part Time Children's Librarian.

---

**GRAFTON PUBLIC LIBRARY  
MEMORANDUM**

---

**TO:** TIM MCINERNEY  
**FROM:** BETH GALLAWAY   
**SUBJECT:** CHILDREN'S LIBRARY ASSISTANT RECOMMENDATION  
**DATE:** 7/14/2016  
**CC:** DOUG WILLARDSON, JOAN CHASE

---

We received 14 additional applications for the vacant Children's Librarian position that closed April 15, 2016.

We invited four candidates for interviews, and four accepted.

We independently rated each candidate, and would like to offer the position to the one with the top average score: Cyndi Zarriello, pending CORI and physical.

Cyndi has a master's degree in education.

I recommend Cyndi without hesitation, and would be happy to arrange a meeting with her at a mutually convenient time.

If the Board is in agreement, the Board will vote to appoint Bill Yeomans to the ZBA as a full member.

## Tim McInerney

---

**From:** Bill Yeomans  
**Sent:** Wednesday, July 6, 2016 7:09 PM  
**To:** bosgroup@graffon-ma.gov; McInerneyT@GRAFTON-MA.GOV  
**Cc:** billmccusker@charter.net  
**Subject:** My reappointment/appointment to Zoning Board of Appeals

**Date:** July 6, 2016  
**To:** Ms. Jennifer Thomas  
Chair, Board of Selectmen  
Tim McInerney, Town Administrator  
Board of Selectmen  
**From:** Bill Yeomans, ZBA Alternate Member  
**Subject:** My appointment to Zoning Board of Appeals

Good afternoon,

At a recent June meeting of the BOS, I was re-appointed to the ZBA as an Alternate Member. However, since the time of my earlier letter sent in May wherein I requested re-appointment to the ZBA as an Alternate, two full voting members have resigned from the ZBA Board. Michael Robbins has moved out of town and Peter Adams has resigned.

Due to these recent resignations, I and the 2nd Alternate ZBA Member Kay Reed, are now serving as 1st and 2nd Alternate Members, taking the place of the two members who recently resigned. Considering this recent action, I now ask that you give consideration to appointing me and my fellow Alternate Member, Kay Reed as full sitting members of the Zoning Board of Appeals. I feel that Ms. Reed would also desire to be appointed as a full sitting and voting member as well but suggest that you contact her directly to confirm her wishes.

I have attended all meetings since my initial appointment and have participated in many hearings, performing my duties as an Alternate Member, sitting in when other full voting board members were not available for hearings. Please contact Bill McCusker, Chairman of the ZBA for further assessments and comments regarding my participation as an Alternate ZBA Member.

Thank you in advance for your consideration. I look forward to having the opportunity to continue to serve the town in this capacity as a full voting member of the ZBA.

Cordially,

William A. Yeomans  
14 West Street  
Precinct 3

Sent from my iPad

If the Board is in agreement, the Board will vote to appoint Kay Reed to the ZBA as a Full Member.

## Laura St John Dupuis

---

**From:** Tim McInerney  
**Sent:** Monday, July 11, 2016 12:38 PM  
**To:** Kay Reed  
**Cc:** Laura St John Dupuis  
**Subject:** RE: Grafton ZBA Board Member

Kay

I am sure the board would love to have you serve in full capacity  
Let me see if we can get on 7-19 agenda  
Thanks

Timothy P. McInerney, *ICMA-CM*  
Town Administrator  
30 Providence Road  
Grafton, MA 01519  
p. 508-839-5335  
f. 508-839-4602  
[mcinerneyt@grafton-ma.gov](mailto:mcinerneyt@grafton-ma.gov)  
[www.grafton-ma.gov](http://www.grafton-ma.gov)

  @TownofGraftonMA

---

**From:** Kay Reed [mailto:[kayreed39@gmail.com](mailto:kayreed39@gmail.com)]  
**Sent:** Monday, July 11, 2016 12:35 PM  
**To:** [McInerneyT@grafton-ma.gov](mailto:McInerneyT@grafton-ma.gov)  
**Subject:** Grafton ZBA Board Member

(I apologize that I hit send before I completed my email, Tim!)

I have participated fully during the meetings and have contributed to the process as a thoughtful and engaged voting member when called on. I would like to be considered as a full time voting member of the board, to replace one of the two vacancies. I know that Bill Yeomans has also asked to become a full voting member, as well, as we both have enjoyed working as alternates on the board.

Thank you in advance for your consideration of this position. I look forward to hearing from you.

On Monday, July 11, 2016, Kay Reed <[kayreed39@gmail.com](mailto:kayreed39@gmail.com)> wrote:  
Hello Tim,

I am writing you regarding the open positions on the Zoning Board of Appeals. I have been an alternate member since March of 2014 and have consistently attended the meetings since this time. I

--

Thanks,

Kay Reed  
Becky Dalke & Associates  
Keller Williams Realty



If the Board is in agreement the Board will Vote to Authorize the Town Administrator to Sign a File Storage Contract with Datum Storage Solutions.

Three Quotes Received:

Burroughs:       \$74,452.00

Systematics:     \$67,393.93

Datum:           \$65,746.58

# Quotation



**Dealer**  
100037  
SYSTEMATICS  
Dan Clifford  
9 Otis Street  
PO Box 120  
Westborough, MA 01581  
Phone: 508-366-1306  
Fax: 508-366-1307  
dclifford@systematics.biz

**Project# 54561-Clerks Vault**  
**SRA264R.Boston**  
**6.6.16**

Page: 1 / 2  
Dealer/Rep: SRA  
Drawing Number: SRA264R.Boston

**Customer**  
Town of Grafton  
30 Providence Road  
Grafton, MA 01519  
Phone: (508) 839-5335  
Donna M. Girouard

Qty	Model No.	Description	List	Discount	Ext. List
<b>MOBILETRAK5 SYSTEM</b>				<b>0.00%</b>	<b>15,393.00</b>
4	3521H-12	Hybrid Open Drive Box, Single Reduction w/ End Panel (-12)	263.00	0.00%	1,052.00
2	5155S	Low Profile End Stop (each)	31.00	0.00%	62.00
1	53CM-2420853S	THREE PIECE STEEL END PANEL 24.25" x 85" CRANK / MOBILE	318.00	0.00%	318.00
3	53CM-3620853S	THREE PIECE STEEL END PANEL 36.25" x 85" CRANK / MOBILE	366.00	0.00%	1,098.00
1	53CS-2420853S	THREE PIECE STEEL END PANEL 24.25" x 85" CRANK / STATIONARY	318.00	0.00%	318.00
1	5C3-242-168	MECHANICAL CARRIAGE 24.25" x 168" 3 RAIL	1,934.00	0.00%	1,934.00
3	5C3-362-168	MECHANICAL CARRIAGE 36.25" x 168" 3 RAIL	2,067.00	0.00%	6,201.00
1	5S3-242-168	STATIONARY CARRIAGE 24.25" x 168" 3 RAIL	888.00	0.00%	888.00
6	CSH-362	HEAVY DUTY CARRIAGE SHELF SUPPORT 36.25" WIDE	49.00	0.00%	294.00
6	CSS-242	CARRIAGE SHELF SUPPORT 24.25" WIDE	27.00	0.00%	162.00
3	CSS-362	CARRIAGE SHELF SUPPORT 36.25" WIDE	36.00	0.00%	108.00
1	RN3-204-168	RECESSED 3 RAILS, 204"W X 168"D	2,958.00	0.00%	2,958.00
<b>4 POST SHELVEING</b>				<b>0.00%</b>	<b>27,154.20</b>
112	1242SS	SLOTTED STANDARD DUTY SHELF 42"w x 12"d	23.70	0.00%	2,654.40
16	1242TS	UNSLOTTED STANDARD DUTY SHELF 42"w x 12"d	23.70	0.00%	379.20
168	1842SS	SLOTTED STANDARD DUTY SHELF 42"w x 18"d	33.90	0.00%	5,695.20
24	1842TS	UNSLOTTED STANDARD DUTY SHELF 42"w x 18"d	33.90	0.00%	813.60
8	8512LC	CLOSED "L" UPRIGHT 12"d x 85-1/4"h	77.10	0.00%	616.80
12	8512TO	OPEN "T" UPRIGHT 12"d x 85-1/4"h	86.30	0.00%	1,035.60
12	8518LC	CLOSED "L" UPRIGHT 18"d x 85-1/4"h	92.60	0.00%	1,111.20
18	8518TO	OPEN "T" UPRIGHT 18"d x 85-1/4"h	92.10	0.00%	1,657.80
80	BS42	SINGLE RIVET SHELF SUPPORT 42"	9.10	0.00%	728.00
224	FDL	DIVIDERS 11"w x 8"h	3.80	0.00%	851.20
336	FDL-18S	DIVIDER 17"d X 8"h	7.30	0.00%	2,452.80
48	HR18	HEAVY DUTY PLUS SHELF REINFORCEMENT 18"	3.90	0.00%	187.20
560	MS-4211	HEAVY DUTY SHELF SUPPORT 42", 11GA.	9.10	0.00%	5,096.00
280	SB42	SLOTTED BACK STOP 42"w x 2"h	9.40	0.00%	2,632.00
336	SR18	SHELF REINFORCEMENT 18"	3.70	0.00%	1,243.20
<b>MOBILETRAK3 SYSTEM</b>				<b>0.00%</b>	<b>1,360.00</b>
4	3300TR	3 Spoke Handle with Red Pop-Up Ailse Indicator	340.00	0.00%	1,360.00
<b>COMMON MOBILETRAK</b>				<b>0.00%</b>	<b>0.00</b>

# Quotation



Project# 54562-Archives  
SRA265R.Boston  
6.6.16

Page: 2 / 2  
Dealer/Rep: SRA  
Drawing Number: SRA265R.Boston

Qty	Model No.	Description	List	Discount	Ext. List
-----	-----------	-------------	------	----------	-----------

GSA Contract #GS-28F-005BA  
SIN 711-2, 711-3, 711-7, 711-94, 711-95  
\$100.00 - \$74,999.00 LIST = 57.9% discount  
\$75,000.00+ LIST = 60.1% discount  
SIN 711-94, Design Services (if used, \$75.00 per hour)  
SIN 711-95, Installation Services  
Contract Expiration: 11/4/2018  
FOB Origin (Prepay and Add) Dock to Dock  
Time of Delivery: 30-60 DAYS ARO  
Not all quotations include installation. Please review your pricing summary for details  
Datum is a Small Business  
Order MUST be made out to Datum Filing Systems, 89 Church Road, Box 355, Emigsville, PA 17318

Installation Requirements:  
Area MUST be clear prior to start of job.  
Non-Union Labor, work to be done during normal business hours  
\*INSTALLATION PERFORMED BY SYSTEMATICS\*

Quote Valid for 30 days from Date Listed

TOTAL SYSTEM WEIGHT EXCLUDING MEDIA_____	8,518
TOTAL LINEAL FILING INCHES_____	19040"
Estimated Media Weight_____	57,120
Estimated Total Weight (Pounds)_____	65,638

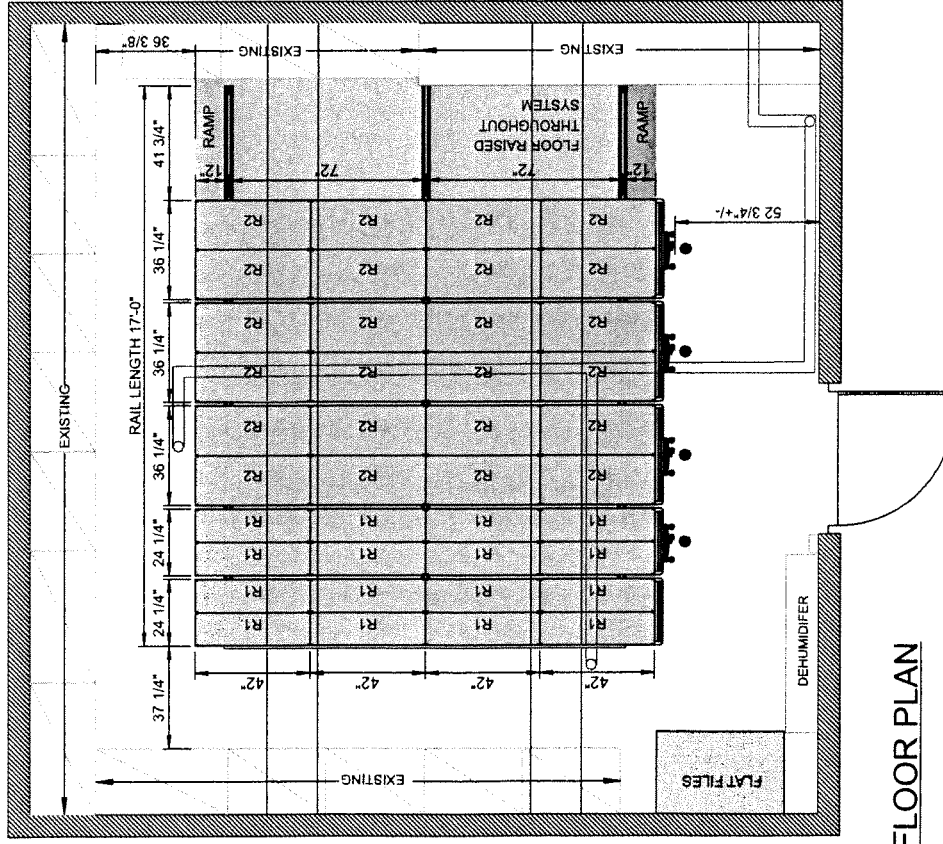
Mtrl Price_____	38,564.50
Discount %_____	57.90%
Discount Value_____	-22,328.85
Sub-Total_____	16,235.65
Estimated Freight_____	1,400.00
Subfloor w/entry ramp_____	2,170.00
Provide & Install VCT_____	1,590.00
Non-Union Installation_____	8,970.00
Warehousing, Local Redelivery & Trash Removal	325.00
Tax_____	0.00
Sell Price_____	\$30,690.65

Estimated Production Time for Mobile System: 6-8 weeks  
Total Height of system based on a level floor @ 90-1/2"  
All drawings MUST be signed off on prior to order entry.  
Unless otherwise specified all end panels are priced as Datum standard colors.  
Custom colors will be subject to additional cost and lead times.

Estimated Freight:  
Estimated Freight on this proposal is based on Dock to Dock Delivery  
Additional services are available and may be subject to added charges.  
Please consult a Datum Sales Representative with your specific requirements.

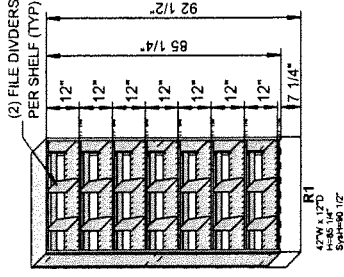
\*\*\*\*Thank you for allowing us to quote\*\*\*\*  
Paint and Laminate/Melamine colors must be specified on order prior to order entry.

# CLERK'S VAULT

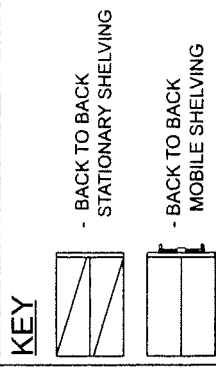
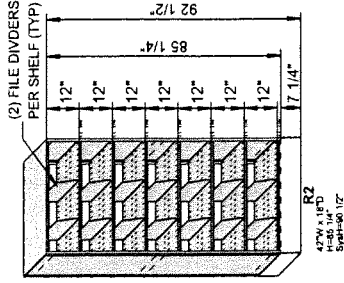


FLOOR PLAN

MOBILE / STATIONARY - 4 POST  
42"W X 12"D



MOBILE - 4 POST  
42"W X 18"D



CENTER CAPACITY - 784 CF  
PROPOSED CAPACITY - 1,176 CF  
PERCENTAGE INCREASE 50%

DEALER  
SYSTEMATICS  
Dan Clifford

CUSTOMER  
Town of Grafton

AREA REFERENCE

IT IS THE RESPONSIBILITY OF THE SELLING DEALER TO VERIFY ANY & ALL DIMENSIONS SHOWN ON THIS DRAWING. THE CUSTOMER SHALL BE RESPONSIBLE FOR THE CUSTOMER. ANY ORDER PLACED FROM THIS DRAWING INDICATES THAT THE DIMENSIONS SHOWN HERE ARE CORRECT. PLEASE SIGN THIS DRAWING BELOW TO VERIFY ALL ITEMS ARE CORRECT, DATE IT AND SEND ALONG WITH YOUR ORDER.

APPROVED BY \_\_\_\_\_ DATE \_\_\_\_\_



SCALE  
1:70

TITLE  
Project# 54561-Clerk's Vault

REVISED BY

DATE

REP CODE  
SRA

DATE  
1.20.16

DRAWING NUMBER  
SRA264R.Boston

DRAWN BY  
R.Boston

# Quotation



**Dealer**  
100037  
SYSTEMATICS  
Dan Clifford  
9 Otis Street  
PO Box 120  
Westborough, MA 01581  
Phone: 508-366-1306  
Fax: 508-366-1307  
dclifford@systematics.biz

**Project# 54562-Archives**  
**SRA265R.Boston**  
**6.6.16**

Page: 1 / 2  
Dealer/Rep: SRA  
Drawing Number: SRA265R.Boston

**Customer**  
Town of Grafton  
30 Providence Road  
Grafton, MA 01519  
Phone: (508) 839-5335  
Donna M. Girouard

Qty	Model No.	Description	List	Discount	Ext. List
<b>MOBILETRAK5 SYSTEM</b>				<b>0.00%</b>	<b>8,404.00</b>
1	3523H-12	Hybrid Open Drive Box, Triple Reduction w/ End Panel	283.00	0.00%	283.00
8	5155S	Low Profile End Stop (each)	31.00	0.00%	248.00
1	53CM-3220853S	THREE PIECE STEEL END PANEL 32.25" x 85" CRANK / MOBILE	366.00	0.00%	366.00
1	5C7-322-492	MECHANICAL CARRIAGE 32.25" x 492" 7 RAIL	4,610.00	0.00%	4,610.00
8	CSH-322	HEAVY DUTY CARRIAGE SHELF SUPPORT 32.25" WIDE	46.00	0.00%	368.00
3	CSS-322	CARRIAGE SHELF SUPPORT 32.25" WIDE	31.00	0.00%	93.00
1	RN7-72-492	RECESSED 7 RAILS, 72"W X 492"D	2,436.00	0.00%	2,436.00
<b>4 POST SHELVEING</b>				<b>0.00%</b>	<b>29,820.50</b>
14	1636SS	SLOTTED ARCHIVE SHELF - 36" X 16"	28.60	0.00%	400.40
2	1636TS	UNSLOTTED ARCHIVE SHELF - 36" X 16"	28.60	0.00%	57.20
91	1642SS	SLOTTED ARCHIVE SHELF - 42" X 16"	30.80	0.00%	2,802.80
13	1642TS	UNSLOTTED ARCHIVE SHELF - 42" X 16"	30.80	0.00%	400.40
14	3230SS	SLOTTED ARCHIVE SHELF - 30" X 32"	47.90	0.00%	670.60
2	3230TS	UNSLOTTED ARCHIVE SHELF - 30" X 32"	47.90	0.00%	95.80
147	3242SS	SLOTTED ARCHIVE SHELF - 42" X 32"	53.80	0.00%	7,908.60
21	3242TS	UNSLOTTED ARCHIVE SHELF - 42" X 32"	53.80	0.00%	1,129.80
2	8532LC	CLOSED "L" UPRIGHT 32"d x 85-1/4"h	140.40	0.00%	280.80
11	8532TO	OPEN "T" UPRIGHT 32"d x 85-1/4"h	104.40	0.00%	1,148.40
6	9216LC	Closed L-Upright 16"d x 92 3/4"h	128.70	0.00%	772.20
12	9216TO	Open T-Upright 16"d x 92 3/4"h	124.20	0.00%	1,490.40
2	9232LC	Closed L-Upright 32"d x 92 3/4"h	188.60	0.00%	377.20
10	9232TO	Open T-Upright 32"d x 92 3/4"h	141.10	0.00%	1,411.00
2	BS30	SINGLE RIVET SHELF SUPPORT 30"	5.90	0.00%	11.80
22	BS42	SINGLE RIVET SHELF SUPPORT 42"	9.10	0.00%	200.20
14	CS30	SLOTTED CENTER STOP 30"w x 4"h	9.40	0.00%	131.60
147	CS42	SLOTTED CENTER STOP 42"w x 4"h	11.40	0.00%	1,675.80
24	HR32	HEAVY DUTY PLUS SHELF REINFORCEMENT 32"	6.70	0.00%	160.80
522	MS-4211	HEAVY DUTY SHELF SUPPORT 42", 11 GA.	9.10	0.00%	4,750.20
2	QB3004	KICK PLATE 30"W, 4"H	12.40	0.00%	24.80
2	QB3604	KICK PLATE 36"W, 4"H	13.20	0.00%	26.40
33	QB4204	KICK PLATE 42"W, 4"H	14.50	0.00%	478.50
14	SB36	SLOTTED BACK STOP 36"w x 2"h	8.80	0.00%	123.20
91	SB42	SLOTTED BACK STOP 42"w x 2"h	9.40	0.00%	855.40
344	SR32	SHELF REINFORCEMENT 32"	6.00	0.00%	2,064.00
30	SS-3014	STANDARD DUTY SHELF SUPPORT 30", 14 GA.	5.90	0.00%	177.00
32	SS-3614	STANDARD DUTY SHELF SUPPORT 36", 14 GA.	6.10	0.00%	195.20
<b>MOBILETRAK3 SYSTEM</b>				<b>0.00%</b>	<b>340.00</b>
1	3300TR	3 Spoke Handle with Red Pop-Up Ailse Indicator	340.00	0.00%	340.00

# Quotation



Project# 54561-Clerks Vault  
SRA264R.Boston  
6.6.16

Page: 2 / 2  
Dealer/Rep: SRA  
Drawing Number: SRA264R.Boston

Qty	Model No.	Description	List	Discount	Ext. List
-----	-----------	-------------	------	----------	-----------

GSA Contract #GS-28F-005BA  
SIN 711-2, 711-3, 711-7, 711-94, 711-95  
\$100.00 - \$74,999.00 LIST = 57.9% discount  
\$75,000.00+ LIST = 60.1% discount  
SIN 711-94, Design Services (if used, \$75.00 per hour)  
SIN 711-95, Installation Services  
Contract Expiration: 11/4/2018  
FOB Origin (Prepay and Add) Dock to Dock  
Time of Delivery: 30-60 DAYS ARO  
Not all quotations include installation. Please review your pricing summary for details  
Datum is a Small Business  
Order MUST be made out to Datum Filing Systems, 89 Church Road, Box 355, Emigsville, PA 17318

Installation Requirements:  
Area MUST be clear prior to start of job.  
Non-Union Labor, work to be done during normal business hours  
\*INSTALLATION PERFORMED BY SYSTEMATICS\*

Quote Valid for 30 days from Date Listed

TOTAL SYSTEM WEIGHT EXCLUDING MEDIA	8,861
TOTAL LINEAL FILING INCHES	13760"
Estimated Media Weight	23,200
Estimated Total Weight (Pounds)	32,061

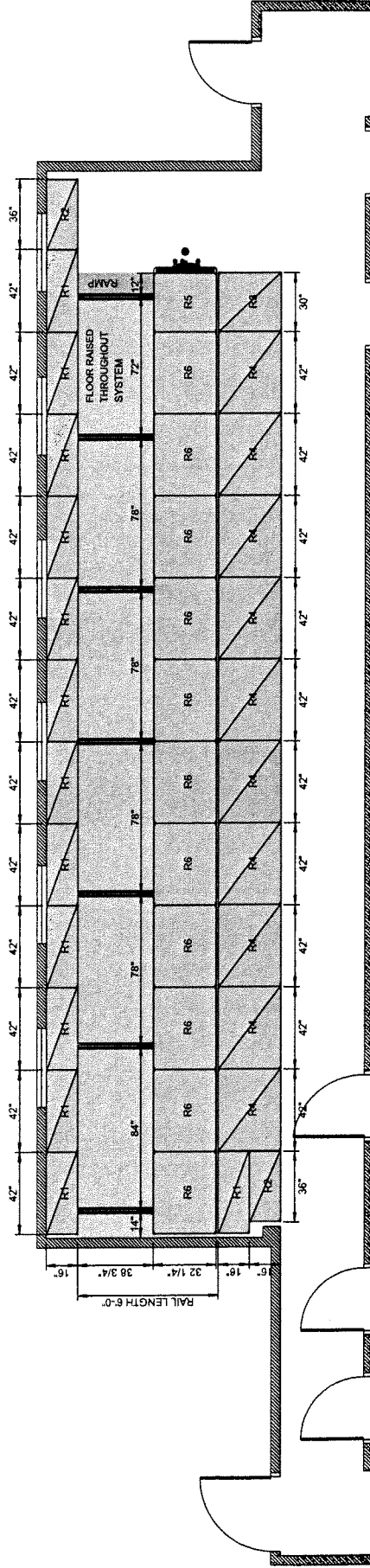
Mtrl Price	43,907.20
Discount %	57.90%
Discount Value	-25,422.27
Sub-Total	18,484.93
Estimated Freight	1,400.00
Subfloor w/entry ramp	2,275.00
Provide & Install VCT	1,716.00
Non-Union Installation	10,855.00
Warehousing, Local Redelivery & Trash Removal	325.00
Tax	0.00
Sell Price	\$35,055.93

Estimated Production Time for Mobile System: 6-8 weeks  
Total Height of system based on a level floor @ 90-1/2"  
All drawings MUST be signed off on prior to order entry.  
Unless otherwise specified all end panels are priced as Datum standard colors.  
Custom colors will be subject to additional cost and lead times.

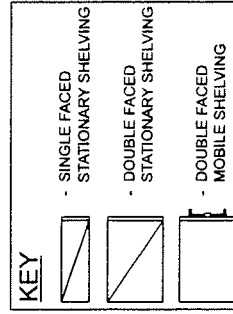
Estimated Freight:  
Estimated Freight on this proposal is based on Dock to Dock Delivery  
Additional services are available and may be subject to added charges.  
Please consult a Datum Sales Representative with your specific requirements.

\*\*\*\*Thank you for allowing us to quote\*\*\*\*  
Paint and Laminate/Melamine colors must be specified on order prior to order entry.

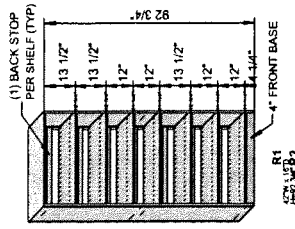
# ARCHIVES



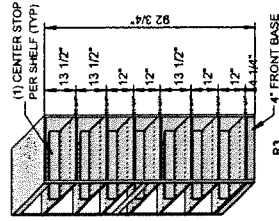
FLOOR PLAN



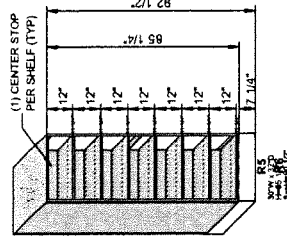
STATIONARY - 4 POST  
36" & 42"W X 16"D



STATIONARY - 4 POST  
30" & 42"W X 32"D



MOBILE - 4 POST  
30" & 42"W X 32"D



CURRENT CAPACITY - 756 BOXES  
PROPOSED CAPACITY - 1,416 BOXES  
PERCENTAGE INCREASE - 87%

DEALER SYSTEMATICS Dan Clifford		TITLE Project# 54562-Archives		SCALE 1:85
CUSTOMER Town of Grafton		REVISED BY	DATE	REP CODE SRA
AREA REFERENCE		DRAWN BY R. Boston		DRAWING NUMBER SRA265R.Boston
APPROVED BY		DATE		DATE 1.20.16

IT IS THE RESPONSIBILITY OF THE SELLING DEALER TO VERIFY ANY & ALL DIMENSIONS SHOWN ON THIS DRAWING ESPECIALLY THOSE SUPPLIED BY THE CUSTOMER. ORDER THE EQUIPMENT BASED ON THE DRAWING INDICATES THAT THE DIMENSIONS SHOWN HERE ARE CORRECT. PLEASE SIGN THIS DRAWING BELOW TO VERIFY ALL ITEMS ARE CORRECT. DATE IT AND SEND ALONG WITH YOUR ORDER.

THIS DOCUMENT CONTAINS PROPRIETARY INFORMATION AND IS LOANED SUBJECT TO RETURN UPON DEMAND AND UPON THE EXPRESS CONDITION THAT IT WILL NOT BE USED IN ANY WAY DETRIMENTAL TO THE INTEREST OF DATUM PLANK SYSTEMS, INC. © DATUM PLANK SYSTEMS, INC. 2011

If the Board is in agreement, the Board will vote to Sign Warrant for the 2016 State Primary.



COMMONWEALTH OF MASSACHUSETTS  
WILLIAM FRANCIS GALVIN  
SECRETARY OF THE COMMONWEALTH  
WARRANT FOR 2016 STATE PRIMARY

Worcester, SS.

To the Constables of the Town of Grafton:

Greetings:

In the name of the Commonwealth, you are hereby required to notify and warn the inhabitants of Grafton who are qualified to vote in Primaries to vote at:

Precincts 1, 2 and 3 at the Grafton Middle School Gymnasium, 22 Providence Road,  
Precincts 4 and 5 at the Millbury Street Elementary School Gymnasium, 105 Millbury  
Street

On **Thursday, the Eighth day of September, 2016**, from 7:00 A.M. to 8:00 P.M. for the following purpose:

To cast their votes in the State Primaries for the candidates of political parties for the following offices:

REPRESENTATIVE IN CONGRESS.....FOR THE SECOND DISTRICT  
COUNCILLOR.....FOR THE SEVENTH DISTRICT  
SENATOR IN GENERAL COURT.....FOR THE SECOND WORCESTER DISTRICT  
REPRESENTATIVE IN GENERAL COURT.....FOR THE NINTH WORCESTER DISTRICT  
SHERIFF.....WORCESTER COUNTY

And you are directed to serve this Warrant by posting up an attested copy thereof in some conspicuous place in each of the precincts of the Town at least fourteen days before said voting.

Hereof fail not and make return of this warrant with your doings thereon at the time and place of said voting.

Given under our hands this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Selectmen, Town of Grafton

\_\_\_\_\_, 2016

I have complied with the requirements of the above Warrant and with the Town of Grafton By-laws by posting an attested copy of the Warrant in some conspicuous place in each of the precincts of the Town on the above date.

\_\_\_\_\_

Constable of Grafton

If the Board is in agreement, the Board will vote to refuse the purchase of the following 40B properties.

- 6 Alfalfa Drive
- 3 Buttercup Lane

The Affordable Housing Trust voted to unanimously 5-0 to recommend that the Town refuse the option to purchase these units.

\*\*\*Sample Motion:

I move that the Town of Grafton refuse to purchase 6 Alfalfa Drive and 3 Buttercup Lane 40B affordable properties.



## Grafton Affordable Housing Trust

Grafton Memorial Municipal Center


30 Providence Road

Grafton, MA 01519

---

### MEMORANDUM

To: Jennifer Thomas, Chairwoman  
Board of Selectmen

From: Ann Morgan, Assistant Planner 

Date: June 17, 2016

Subject: 6 Alfalfa Drive – Resale of Affordable Unit  
3 Buttercup Lane – Resale of Affordable Unit

---

On June 15, 2016 the Trust reviewed correspondence from CHAPA to the Town of Grafton regarding the resale of affordable units at the above referenced addresses. Trust members present at the meeting were Chairman Dan Crossin, Vice Chairwoman Mary Campbell, Treasurer Bruce Spinney and Member John Carlson.

It is the Trust's understanding that the Board of Selectmen are required to respond to CHAPA regarding the Town's option to exercise its Right of First Refusal on the resale of these units.

The Trust voted unanimously 5-0 to recommend that the Town refuse the option to purchase these units or assist the property owners in locating an eligible buyer thereby requiring CHAPA to proceed with assisting the owners.

Please contact me if you have any questions.



Citizens' Housing and  
Planning Association, Inc.

June 1, 2016

**President**

Jeanne Pinado

**Vice President**

Charleen Regan

**Treasurer**

Joseph Flatley

**Clerk**

Naomi Sweitzer

**Executive Director**

Brenda Clement

Ms. Brook Padgett, Chairman  
Board of Selectmen  
The Town of Grafton  
30 Providence Road  
Grafton, MA 01519

Dear Ms. Padgett:

This letter is to inform the Town of Grafton that Citizens' Housing and Planning Association (CHAPA) has been notified by the owners of an affordable property under Chapter 40B, located at 3 Buttercup Lane, that Scott and Susan DeJong wish to sell their affordable property. This affordable home is part of Hilltop Farms, a Chapter 40B project for which CHAPA is the monitoring agency.

Based on the affordable housing deed rider for 3 Buttercup Lane, CHAPA has determined that the Maximum Resale Price for the above-referenced unit is \$172,000.00. This letter is to notify the town of Grafton of its right of first refusal with respect to this unit. As described in the deed rider, "right of first refusal" means that the town has 60 days to determine if it would like to purchase the unit from the homeowner at the resale price. This 60 day period will commence on June 1, 2016 and end on August 1, 2016.

Please consider this letter notification of the Town's 60-day "right of first refusal" period. As you may expect, the homeowner is anxious to hear back from the Town of Grafton and move forward in selling her property. *If we do not hear from you within the right of first refusal period, we will assume you do not wish to exercise your right of first refusal.*

If the Town of Grafton chooses not to exercise its right of first refusal, CHAPA will assist the owners in locating an eligible buyer. As explained in the deed rider, we have 90 days to market the unit in order to locate an eligible buyer. If CHAPA is unable to locate an eligible buyer within 90 days, CHAPA would propose allowing the homeowner to sell the property to anyone with the deed restrictions still in place, as is consistent with the provisions of the most recent deed rider. In this case, preference would be given to anyone earning 80-120% of the area median income.

We welcome any efforts the Town of Grafton can offer in making potential eligible buyers aware of the unit's availability during the affordable marketing period.

Please feel free to contact me at 617-742-0820 with any questions regarding this matter or if the Town of Grafton is interested in purchasing the unit. On behalf of Scott and Susan DeJong, we look forward to hearing back from you soon and working with you during this process.

Sincerely,

Elizabeth Palma-Diaz  
Senior Program Manager

cc: Scott and Susan DeJong  
Ann V. Morgan, Planning Department

**RECEIVED**

**JUN 06 2016**

**BOARD OF SELECTMEN  
GRAFTON, MA**



June 8, 2016

**President**  
Jeanne Pinado

**Vice President**  
Charleen Regan

**Treasurer**  
Joseph Flatley

**Clerk**  
Naomi Sweitzer

**Executive Director**  
Brenda Clement

Ms. Brook Padgett, Chairman  
Board of Selectmen  
The Town of Grafton  
30 Providence Road  
Grafton, MA 01519

Dear Ms. Padgett:

This letter is to inform the Town of Grafton that Citizens' Housing and Planning Association (CHAPA) has been notified by the owner of an affordable property under Chapter 40B, located at 6 Alfalfa Drive, that Kathleen Monahan wishes to sell her affordable property. This affordable home is part of Hilltop Farms, a Chapter 40B project for which CHAPA is the monitoring agency.

Based on the affordable housing deed rider for 6 Alfalfa Drive, CHAPA has determined that the Maximum Resale Price for the above-referenced unit is \$172,000.00. This letter is to notify the town of Grafton of its right of first refusal with respect to this unit. As described in the deed rider, "right of first refusal" means that the town has 60 days to determine if it would like to purchase the unit from the homeowner at the resale price. This 60 day period will commence on June 8, 2016 and end on August 8, 2016.

Please consider this letter notification of the Town's 60-day "right of first refusal" period. As you may expect, the homeowner is anxious to hear back from the Town of Grafton and move forward in selling her property. *If we do not hear from you within the right of first refusal period, we will assume you do not wish to exercise your right of first refusal.*

If the Town of Grafton chooses not to exercise its right of first refusal, CHAPA will assist the owner in locating an eligible buyer. As explained in the deed rider, we have 90 days to market the unit in order to locate an eligible buyer. If CHAPA is unable to locate an eligible buyer within 90 days, CHAPA would propose allowing the homeowner to sell the property to anyone with the deed restrictions still in place, as is consistent with the provisions of the most recent deed rider. In this case, preference would be given to anyone earning 80-120% of the area median income.

We welcome any efforts the Town of Grafton can offer in making potential eligible buyers aware of the unit's availability during the affordable marketing period. A list of no or low-cost marketing ideas the town can utilize is attached to this letter.

Please feel free to contact me at 617-742-0820 with any questions regarding this matter or if the Town of Grafton is interested in purchasing the unit. On behalf of Kathleen Monahan, we look forward to hearing back from you soon and working with you during this process.

Sincerely,

Elizabeth Palma-Diaz  
Senior Program Manager

cc: Kathleen Monahan  
Ann V. Morgan, Planning Department

The Cable Committee will speak to the Board about use of old police station.